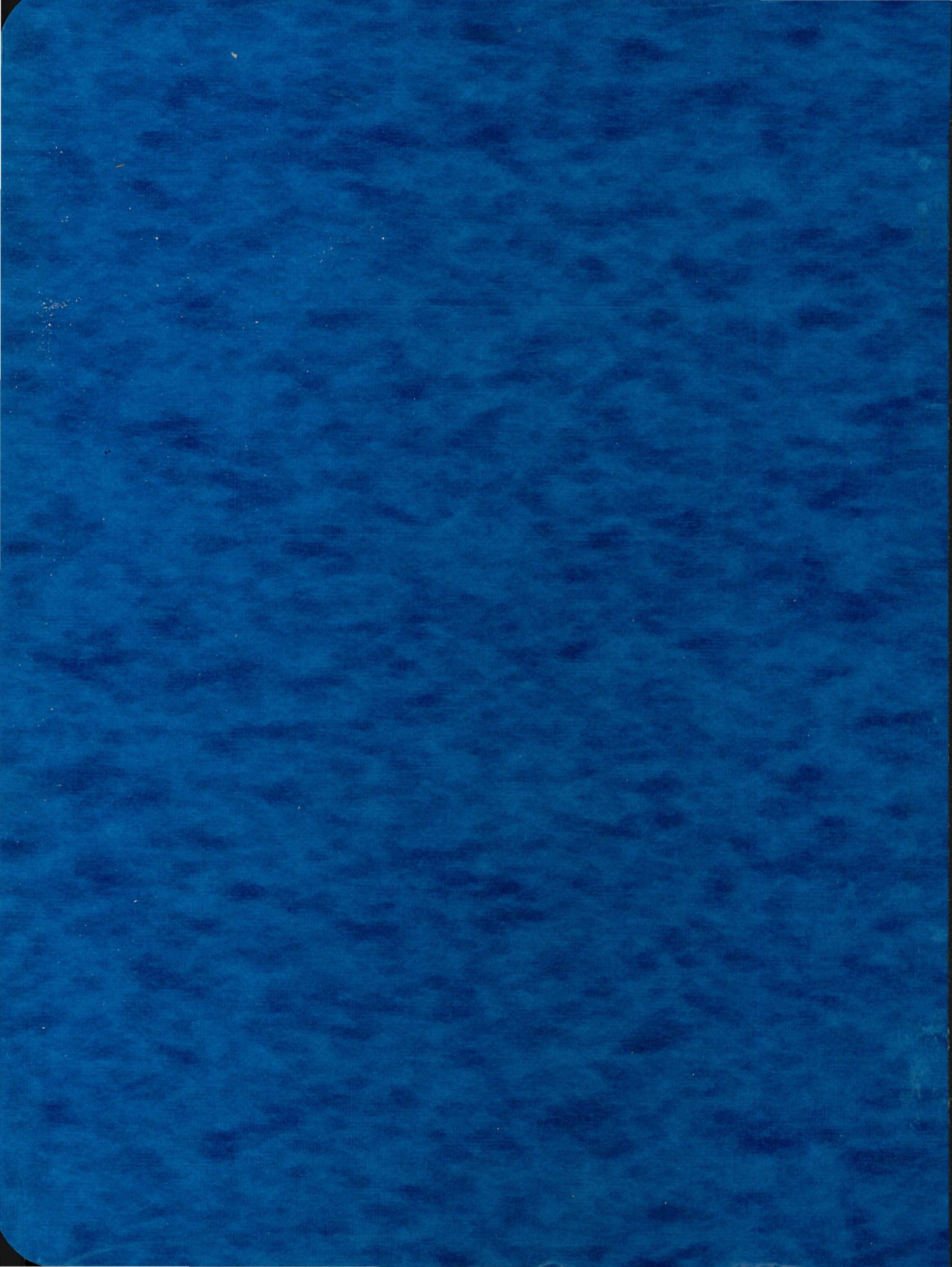


JASPER COUNTY PUBLIC LIBRARY
BOARD MINUTES - 1994



LIBRARY BUDGET ESTIMATE

For The Calendar Year Ending December 31, 19 94Jasper County Pub LibraryJasper County

Prepare a separate estimate for each fund.

<u>OPERATING</u> FUND	Items	Total Estimate	Approved
1. Personal Services			
Salaries and Wages			
Salary of Librarian	37,606	37,606	
Salary of Assistants	374,642		
.....			
.....			
.....		374,642	
Salary of Treasurer			
Wages of Janitors	17,056	17,056	
Employee Benefits			
Employer's Share - F.I.C.A.	32,893		
Unemployment Compensation	1,224		
Employer's Contribution - P.E.R.F.	22,277		
Employer's Contribution - Group Insurance	12,000		
Sick Pay			
Other Employee Benefits		68,394	
Other Personal Services			
Substitute Janitor/Maintenance	1,500	1,500	
Total Personal Services		499,198	
2. Supplies			
Office Supplies			
Official Records	800		
Stationery and Printing	500		
Other Office Supplies	4,500	5,800	
Operating Supplies			
Cleaning and Sanitation Supplies	5,500		
Fuel, Oil and Lubricants	20		
Other Operating Supplies	1,000	6,520	
Repair and Maintenance Supplies			
Building Materials and Supplies	600		
Paint and Painting Supplies	200		
Repair Parts	250		
Other Repair and Maintenance Supplies		1,050	
Other Supplies			
Library	4,500		
Automation	5,000	9,500	
Total Supplies		22,870	
3. Other Services and Charges			
Professional Services			
Consulting Services			
Engineering and Architectural Services	500		
Legal Services	1,500		
Other Professional Services	1,000	3,000	
Communication and Transportation			
Telephone and Telegraph	23,500		
Postage	5,000		
Travelling Expense	3,500		
Professional Meetings	3,500		
Freight and Express	50		
.....			
.....		35,550	
Printing and Advertising			
Advertising and Publication of Notices	800		
Printing, Other Than Office Supplies	600	1,400	
Insurance			
Official Bonds	500		
Other Insurance	12,500	13,000	

3. Other Services and Charges (continued)

	Items	Total Estimate	Approved
Utility Services			
Gas	32,000		
Electricity	55,000		
Water	1,500		
Waste Disposal Services	2,800	91,300	
Repairs and Maintenance			
Buildings and Structures	9,000		
Equipment	2,500	11,500	
Rentals			
Real Estate			
Equipment	250	250	
Debt Service			
Payment of Bonds			
Interest - Bonds		0	
Other			
Dues	2,200		
Interest on Temporary Loans			
Taxes and Assessments		2,200	
Transfer to Library Improvement Reserve Fund		7,000	
Audio Service Contracts	16,670		
Petty Cash	120		
Interviewing/Moving	250		
Maintenance Contracts	30,000	47,040	
Total Other Services and Charges		212,240	

4. Capital Outlays

Land			
Buildings			
Improvements Other Than Buildings			
Furniture and Equipment	5,000	5,000	
Other Capital Outlays			
Books	115,000	115,000	
Periodicals and Newspapers	35,000	35,000	
Nonprinted Materials (Microforms & Audio-visuals)	12,000	12,000	
Total Capital Outlays		167,000	
Fund Total		901,308	

We hereby certify that the foregoing is true and fair estimate of the necessary expense of the County Public Jasper

Library for the calendar year 1994 for the purposes therein specified.

Date this 30th day of August 19 93

Members of Library Board

Members of Library Board



JASPER COUNTY PUBLIC LIBRARY

☐ Rensselaer Public Library, Headquarters
208 West Susan Street
Rensselaer, Indiana 47978-2447
219 • 866-5881

☐ DeMotte Public Library
901 Birch Street SW
P.O. Box 16
DeMotte, Indiana 46310-0016
219 • 987-2221

☐ Wheatfield Public Library
Grace & South Streets
P.O. Box 247
Wheatfield, Indiana 46392-0247
219 • 956-3774

BOARD MEMBERS	TELEPHONE	TERM EXPIRES	APPOINTED BY
President: Wilbur Doty [REDACTED]	[REDACTED]	08 AUG 95	Pres. KV & West Central School Boards
Vice-President: Mary Linda Casey [REDACTED]	[REDACTED]	09 MAY 94	Rensselaer Sch. Board
Secretary: Marge Hohner [REDACTED]	[REDACTED]	30 JUN 96	County Council
Treasurer: Robert Souza [REDACTED]	[REDACTED]	31 DEC 97	County Council
Barbara Leestma [REDACTED]	[REDACTED]	31 DEC 94	County Commissioners
Miriam Lawyer 28 S. Concord St. [REDACTED]	[REDACTED]	31 DEC 95	County Commissioners
Anne-Marie Egan [REDACTED]	[REDACTED]	09 MAY 97	Rensselaer Sch. Board

EMPLOYEE NAME & ADDRESS LIST

<u>Employee Name</u>	<u>Job Title</u>	<u>Address</u>	<u>City, State, Zip</u>	<u>Telephone</u>
BACHMAN, Carol	T.S. Library Specialist I - R			
BEEDLE, Marlene	Library Asst. I - D			
BEST, Julie	Clerk-R.			
BROWN, Glenda	Reference Library Specialist I - R			
CARR, Renee	Library Asst. I - D			
DAUGERTY, Lynn	Library Director			
EISELE, Julie	Library Asst. - R			
FAGEN, Charlotte	Children's Specialist 2 - D			
FERBER, Pamela	Agency Librarian			
GALLINA, Kathleen	Youth Services Specialist I - R			
GARWOOD, Kimberly	Agency (Headquarters) Librarian - R			
GATLIN, Molly	Page-D			
HENDRICKS, Jennifer	Page - D			
HOWARD, Rose	Janitor - D & W			
JUNG, Gail	Business Manager/Adm. Asst - R			
KOOY, Diana	Library Assistant 2 - D			
KOPANDA, Joan	Library Assistant 2 - D			
KYLE, Pamela	Page - R			
LEWIS, Sharon	Clerk/Page - R			
LISKOVEC, Janessa	Page - R			
OEHRER, Karen	Public Services/Children's Asst I - R			
MARTIN, Mary K.	T.S. Librarian/Systems Adm - R			
MITCHELL, Carol	T.S. Library Assistant 2 - R			
POWELL, Bonnie	Library Assistant I - R			
SCHULENBERG, Sharon	Special Services Librarian - R			
SPURGEON, Eileen	T.S. Clerk - R			
STALBAUM, Lynn	Page - W			
STANDISH, Jack	Janitor/Maintenance			
TACHTIRIS, Jill	Ref. Library Specialist I - D			
VIROK, Nicole	Page - R			
WALING, Elaine	Page - R			
WEBSTER, Rachael	Clerk /Page - D			
WHITED, Amber	Library Assistant I - W			
WIERS, Diane	Library Specialist I - W			
WOODS, Margaret	Library Assistant I - W			
YORK, Leanne	Agency Librarian - D			

BOARD MEETING DATES

1994

Monday, 7:00 PM

January 10

February 14

March 14

April 11 (Rensselaer)

May 9 (Rensselaer)

June 13 (Rensselaer)

July 11 (Rensselaer)

August 8 (Rensselaer)

August 29 (Rensselaer)

October 10 (Rensselaer)

November 14 (Wheatfield)

December 12 (DeMotte)



JASPER COUNTY PUBLIC LIBRARY

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1994 HOLIDAY SCHEDULE

New Year's Day	Saturday, January 1
President's Day	Monday, February 21
Memorial Day	Monday, May 30
Independence Day	Monday, July 4
Labor Day	Monday, September 5
Thanksgiving	Thursday, November 24
Christmas Eve	Saturday, December 24
Christmas Day	Monday, December 26
New Year's Eve	Saturday, December 31

Libraries close at 5 pm on the day before Thanksgiving.

JAN.

AGENDA.....January 10, 1994
Monthly Meeting Rensselaer Library
Jasper County Public Library Board of Trustees
7:00 PM

1. Moment of silence
2. Minutes
3. Bills/Financial Reports
 - 3.1 Bills to be allowed/ paychecks
 - 3.2 Financial statements
4. Health insurance
5. Director's report
6. 1994 approvals
 - 6.1 Salary ordinance
 - 6.2 Board meeting dates
 - 6.3 Accounting Practices
7. Standing committee appointments
8. Automation funding request
9. Wheatfield Business
10. DeMotte Business
11. Rensselaer Business
 - 11.1. Workshop attendance approval
12. Adjournment

Meeting as Board of Finance

1. Election of officers
2. Adjournment

MINUTESDecember 6, 1993
Jasper County Public Library Board Rensselaer Library
7:00 PM

Present: Marge Hohner, Anne-Marie Egan, Barbara Leestma, Bob Souza, Wilbur Doty, Mary Linda Casey, Miriam Lawyer.

An executive session was held to discuss employee job performance.

1. Minutes, Bills, Financial Statements: Minutes were approved on a motion by M. Hohner, seconded by B. Souza. Bills and financial statements were approved on a motion by M. Lawyer, seconded by B. Leestma.
2. Following a motion by B. Leestma, seconded by M. Hohner, the Board voted to transfer \$150,000, presently in the Operating Fund, back to the Bond and Interest Redemption Fund from which it was borrowed in August.
3. The sum of \$14,796 was transferred from the Operating Fund to the Library Improvement Reserve Fund (LIRF) following board approval of a motion by M. Lawyer, seconded by M.L. Casey.
4. The Board voted to pay \$6500 from LIRF for the Wheatfield Building demolition, on a motion by M. Hohner, seconded by M. Lawyer.
5. On a motion by M. Lawyer, seconded by B. Souza, the Board approved the increase in the Cash/change Fund from \$60 to \$80, with \$30 going to both Rensselaer and DeMotte, and \$20 to Wheatfield. On a motion by M.L. Casey, seconded by M. Lawyer, they further voted to make Leanne York, Kim Garwood and Pam Ferber custodians of the cash/change at DeMotte, Rensselaer, and Wheatfield, respectively.
6. Director's Report: L. Daugherty noted that Rensselaer's circulation, while much higher than average, shows a 241% increase over last year because the library was closed during November 1992. She noted also that Wheatfield's circulation would have been higher this year than last year, based on the "circulation per day" figure, except that the library was closed one week in November for redecoration.
7. A new chart of Board and Administrative Monthly Tasks was distributed and will be added to the Board Policy Manual if approved at the January meeting.
8. Salary Ordinance Revision: The Board approved a revision to the Salary Ordinance on a motion by M.L. Casey, seconded by B. Leestma. (see appended)
9. Year end Board meeting: The Board will meet at 8 AM on Wednesday, December 29, at the DeMotte Library, to approve year end appropriation transfers and bills.
10. 1994 Board Meeting Dates: The Board voted to change monthly meeting dates to the second Monday of the month, following a motion by M.L. Casey, seconded by M. Lawyer. List of dates appended.
11. Holiday Schedule 1994: The Board approved the 1994 holiday schedule on a motion by M.L. Casey, seconded by A.M. Egan. (see attached)
12. Health insurance: The Board voted down two proposals to pay \$50 and \$60 per month toward the health insurance of employees working 35 or more hours per

week. They then voted to extend the present \$20 per month toward the health insurance of anyone working 35 or more hours per week and take an increase in the amount under advisement, making a final decision on the matter by the February board meeting. This action was taken following a motion by M.L. Casey, seconded by B. Leestma.

13. ALA membership: The Board agreed to delay a decision on payment of 1994 ALA dues until a new health carrier has been determined.

14. Employee bonds: On a motion by A.M. Egan, seconded by B. Leestma, the Board passed a motion to allow a \$25,000 blanket faithful performance bond to replace all employee bonds for JCPL. Only the Board Treasurer and Assistant Treasurer will be bonded individually as prescribed by state statute.

15. Election of officers: On a motion by M.L. Casey, seconded by M. Lawyer, the Board voted to elect the existing Board officers to continue in their positions through 1994.

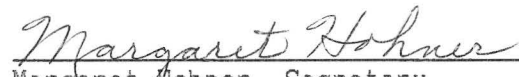
16. Wheatfield Business: The Board approved allowing employees to work additional hours (but not over 40 hours per week) where needed to fill a temporary vacancy at the Wheatfield Library.

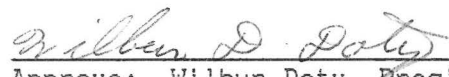
17. DeMotte Business: The Board asked that the Director request the Board attorney to send a letter of protest to our contractor if the folding partition is not repaired satisfactorily on December 13.

18. Rensselaer Business: The Board approved a change in the Art Display Policy which would allow wall exhibits to hang for 2 months rather than one month. They further asked that sturdy, fiberglass ladders be purchased to guard against accidents while exhibits are being hung or light bulbs are being changed.

19. The Board adjourned at 9:30 PM on a motion by M. Hohner.

Respectfully submitted,


Margaret Hohner, Secretary


Approve: Wilbur Doty, President

MINUTES.....December 29, 1993
Special Meeting , 8:00 AM DeMotte Library
Jasper County Public Library Board of Trustees

Present: Miriam Lawyer, Barbara Leestma, Bob Souza, Anne-Marie Egan

On a motion by B. Leestma, seconded by M. Lawyer, the Board approved payment for children's services specialist Kathleen Cavanaugh to audit a children's literature class at St. Joseph's College and approved payment of bills and paychecks.

Transfers and encumbrances were approved (lists appended) on a motion by M. Lawyer, seconded by B. Leestma.

The meeting was adjourned at 8:20 AM on a motion by B. Leestma.

Margaret Hohner
Margaret Hohner, Secretary

Wilbur D. Doty
Attest: Wilbur Doty, President

PROJECTED CONTINGENCY FUND EXPENDITURES
January 1994

NOTE: This list shows those expected expenditures not shown in the Construction Fund Financial Report. If already paid and reported, not listed here.

Date	Description	Library	Amount
	Burglar alarm/Milroy case	R	\$679.00
	Doorbell	R	\$65.00
July 1993	Outside lighting	D	\$3,000.00

Unspent Contingency Budget	\$52,021.00
Expected expenditures	\$3,744.00
Balance	\$48,277.00

ITEM CODE	RENSSELAER	DEMOTTE	WHEATFIELD
000 (0)	28	49	15
1 (1)	47	51	29
200 (2)	32	40	19
300 (3)	236	227	92
400 (4)	10	7	3
500 (5)	66	51	16
600 (6)	341	403	194
700 (7)	172	186	74
800 (8)	52	59	16
900 (9)	168	157	38
B (10)	95	105	25
J000 (11)	24	4	2
J100 (12)	16	10	1
J200 (13)	7	12	7
J300 (14)	79	57	13
J400 (15)	2	6	
J500 (16)	115	104	32
J600 (17)	68	71	13
J700 (18)	188	88	25
J800 (19)	30	12	7
J900 (20)	76	48	19
JB (21)	21	55	18
FIC (22)	1288	1089	456
yaFIC (23)	128	36	21
LARGE PRINT (24)	41	60	32
JFIC (25)	373	235	103
J ^P (26)	1028	969	404
J (27)	175	428	74
Magazines (28)	551	795	407
Games/Toys (29)	28	1	
Filmstrips (30)			
Microforms (31)			
Cassettes (32)	133	91	47
JCassettes (33)	49	68	37
Compact Discs (34)	396	206	254
JCompact Discs (35)	2	1	3
Sound Recordings (36)	31	8	16
JSound Recordings (37)	4	5	1
Software (38)			
Vertical File (39)	63	167	
Equipment (40)	21	3	2
yapFIC (41)	132	197	81
jpFIC (42)	180	153	27
Reference (43)	36	44	13
Genealogy (44)			
JMagazine (45)	34	55	18
VHS (46)	835	556	557
Free reads	365	336	98
Puzzles			
Talking books	2		
TOTAL	7768	7305	3309

CIRCULATION STATISTICS

[illegible]

TOTAL COLLECTION--RENSSELAER

END OF MONTH

T
I
T
L
E

X

8850	8674	X
15597	13970	X

X

7640	7231	X
6482	5931	X

X

X

0 0

MAGAZINES

3 3 X

2. 2.

2. 2.5

388 176

388 176 X

GRAPHIC MATERIAL.

0 0

0 0 1

0 0

MICROFORMS

1184	1045	X
113	58	X

832	704
4	2

828	700
4	2

1835	1294
102	38

1832	1291	X
102	38	X

SOUND RECORDINGS
SOFTWARE

113 58

113 58 X

4 2

4	2
---	---

102	38
-----	----

102 38 X

SOFTWARE

560 507

505 452 X

544 520

539 515

689 665

689 665 X

VHS'S

21672 19716

21467 19505 X

7708 25908

27760 25947

41500 37904

41580 37976 X

TOTAL

[illegible]

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
December 1993

	RENSSELAER	DEMOTTE	WHEATFIELD	TOTAL
REGISTRATIONS				
Borrowers--Beginning of month:	4051	3674	1452	9177
Added this month	92	131	48	271
Total registered	4143	3805	1500	9448
Non-resident, paying	29	38		67
PLAC card users	4	3		7
Reciprocal borrowers	49	92	2	143
REFERENCE QUESTIONS				
Telephone				
Directional	288	151	108	547
Reference	258	136	63	457
In-person				
Directional	265	121	129	515
Reference	257	360	88	705
Total	1068	768	388	2224
INTRALIB.LOAN ITEMS FILLED	89	163	71	323
LOCAL HISTORY				
In person	8			
Microfilms used				
Letters	2			
IN-HOUSE USE OF HARDWARE/SOFTWARE				
Computer agreements	70	12	24	106
Software used	81	12	39	132
VCR Use	2			2
Microforms	55			55
Other	5	7		12
XX				
INTERLIBRARY LOANS(SYSTEM)				
Requests made for:	43	50	12	
Items rec'd for:	35	42	13	
Items outstanding:	8	8	-1	
Items from Ind. libs.	27	37	13	
Items requested by other libraries				
Items supplied to other libraries				
Info requests answd for other libs				
Info requests sent				

CIRCULATION BY PATRON CODE

December 1993

PATRONS	RENSSELAER		DEMOTTE		WHEATFIELD		ALL LIBRARIES	
	ITEMS BORROWED	PERCENT OF TOTAL	ITEMS BORROWED	PER CENT OF TOTAL	ITEMS BORROWED	PER CENT OF TOTAL	ITEMS BORROWED	PER CENT OF TOTAL
Adult Male (0)	1152	15.8%	960	14.2%	505	15.8%	1627	10.8%
Adult Female (1)	3410	46.8%	3700	54.7%	1756	54.9%	7909	52.6%
Juvenile 0-11 (2)	1222	16.8%	819	12.1%	348	10.9%	2410	16.0%
YA 12-17 (3)	694	9.5%	659	9.8%	315	9.9%	1423	9.5%
Nonresident No Fee (4)	161	2.2%	38	.6%	3	.1%	317	2.1%
Board/Staff (5)	334	4.6%	241	3.6%	269	8.4%	705	4.7%
School (6)	114	1.6%	0	0.0%	0	0.0%	152	1.0%
St. Joseph College (7)	28	.4%	0	0.0%	0	0.0%	32	.2%
State Library Card (8)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee (9)	114	1.6%	143	2.1%	0	0.0%	224	1.5%
Corporate(10)	27	.4%	0	0.0%	0	0.0%	105	.7%
Reciprocal (11)	26	.4%	198	2.9%	0	0.0%	139	.9%
Total	7282		6758		3196		15043	
Total items borrowed by nonresidents	329		379		3		712	
Total % borrowed by nonresidents	4.5%		5.6%		.1%		4.7%	

JASPER COUNTY PUBLIC LIBRARY PROGRAMS
December 1993

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Children's Programs (0-13)	9	7		16
Number attending	187	92		279
YA Programs (14-17)		6		6
Number attending	172			172
Adult Programs	3	4	1	8
Number attending	23	49	4	76
Senior Citizen Programs	1			1
Number attending	16			16
TOTAL NUMBER OF PROGRAMS	13	17	1	26
TOTAL PERSONS ATTENDING	398	141	4	543

JASPER COUNTY PUBLIC LIBRARY CONSTRUCTION FUND
DeMotte & Rensselaer Project

Date Paid	Vouch No.	Check No.	Paid To	Explanation	TOTAL	Construct Contingency	Furnishing Loose Equi	Architect Fee,Exp	Comp & Automa.
EXPENSES TO DATE					\$3,726,167	\$59,522	\$130,813	\$207,810	\$81,958
JAN 93			Ira C. Mast	To Const.fr Escrow	(\$92,496)	(\$463)			
	11594	113	Ace Hardware	misc. hardware	\$24	\$24			
	11595	114	Affordable Com	phone equipment	\$616	\$616			
	11596	115	Brodart	overhead proj. tab	\$132		\$132		
	11597	117	Brown's	landscape, trees	\$10,243	\$10,243			
	11598	118	Circle R Elec	construction	\$3,319	\$3,319			
	11599	119	Demco	paperbk tower-R	\$517		\$517		
	11600	120	Fase's	water softener-D	\$4,000	\$4,000			
	11601	121	Gaylord	automation, signage	\$140,472	\$20			\$140,452
	11602	122	Goodwin Fire	fire extinguishers	\$203	\$203			
	11603	123	Heritage	clock-D	\$22		\$22		
	11604	124	Info & Records	microform reader/p	\$6,855		\$6,855		
	11605	125	Ira C. Mast	VOID					
	11606	126	Jack Kellogg	construction mgr	\$11,925				
	11607	127	Jacobsens	wastebaskets	\$73		\$73		
	11608	128	Michael Anderson	install plexiglass	\$42	\$42			
	11609	129	Seavey Corp	outdoor urns-D	\$573		\$573		
	11610	130	TJ's	refinishing	\$885	\$885			
	11611	131	Valade	disconnect downspt	\$834	\$834			
	11612	132	Van Keppel	curb & topo. revis	\$5,100	\$5,100			
	11623	175	Circle R Elec	Ext. lights R & D	\$1,110	\$1,110			
FEB 93	11684	247	Borroughs Corp	lib equip. cont	\$63,811				
	11685	248	Circle R Electric	construction	\$2,364	\$2,364			
	11686	249	Circle R Electric	construction	\$1,809	\$1,809			
	11687	250	Debbie's Upholst	cushions	\$525	\$525			
	11688	251	Gaylord	automation	\$382				\$382
	11689	252	Ira C. Mast	construction	\$1,736	\$1,736			
	11690	254	LTD	interior design	\$638	\$638			
	11691	255	Michael Anderson	construction	\$96	\$96			
	11692	256	Modulex	signage	\$7,146	\$7,146			
	11693	257	Tri-Tel	data line install	\$1,600				\$1,600
MAR 93	11761	546	Coast to Coast	carpet runner, etc	\$136	\$136			
	11762	547	Com.Office Env	furniture	\$843		\$843		
	11763	548	Continental Office	furniture	\$33,130		\$33,130		
	11764	549	Gaylord	signs/automation	\$1,443	\$109			\$1,334
	11765	550	GII	automation/cards	\$2,769				\$2,769
	11766	551	HP Products	oor/entry mats	\$531	\$531			
	11767	552	Info & Records	microform reader/p	\$7,334		\$7,334		
	11768	553	Ira C. Mast	bath fixture remov	\$240	\$240			
	11769	554	Jack Kellogg	construction mgr	\$300				
	11770	555	Jacobsens	computer mats-anti	\$49				\$49
	11771	556	Z&M Maintenance	sign installation	\$950	\$950			
APR 93	11857	724	Affordable Com	phone installation	\$217	\$217			
	11858	725	Circle R Elec	outdoor lights	\$3,836	\$3,836			
	11859	726	Circle R Mech	broken pipe repair	\$253	\$253			
	11860	727	Fase's	broken pipe clean	\$137	\$137			
	11861	728	Gaylord	pb towers, automa	\$865		\$466		\$399
	11862	729	Ira C. Mast	construction	\$222	\$222			

	11864	731	Modulux	signage	\$872	\$872		
	11865	732	Quill	antistatic mats	\$206	\$206		
MAY 93	11945	885	Blackwell NA	automation	\$316			\$316
	11946	886	Circle R Electric	exterior lights-R	\$3,050	\$3,050		
	11947	887	Commercial Office	grommets, table	\$440	\$440		
	11948	888	Demco	ADA signage	\$63	\$63		
	11949	889	Gaylord	automation	\$3,927			\$3,927
	11950	890	Stan's Painting	wallpaper replace	\$303	\$303		
	11951	891	Van Keppel	curbs & install	\$1,400	\$1,400		
	11962	929	Van Keppel	sidewalks, ramp	\$1,124	\$1,124		
JUNE 93	12038	1054	AA Builders	Automation alt.	\$398			\$398
	12040	1057	Circle "R" Mech	DeMotte ductwork	\$2,950	\$2,950		
	12040	1095	Circle "R" Mech	DeMotte ductwork	(\$2,950)	(\$2,950)		
	12041	1058	Demco	signage	\$104	\$104		
	12042	1059	Kaper's	countertop/DeMotte	\$753	\$753		
	12043	1060	Ratio Architects	architect/contract	\$1,630		\$1,630	
	12044	1061	Circle "R" Mech	DeMotte ductwork	\$2,100	\$2,100		
Jul 93	12139	1271	Affordable Commun	phone line/modem	\$150			\$150
	12140	1272	Borroughs	lib equip	\$8,749			
	12141	1273	Coast to Coast	surge suppressors	\$134			\$134
	12142	1274	Fagen Pharmacy	surge protection	\$7			\$7
	12143	1275	Gaylord Bros	automation	\$26,253			\$26,253
	12144	1276	Jackson Striping	pkg lot stripes	\$75	\$75		
Aug 93	12198	1360	Charles Ramp	change locks/bath	\$30	\$30		
	12199	1361	Modulux	signage	\$1,293	\$1,293		
SE 93	12270	1506	Central Ind Hardw	door locks-R	\$488	\$488		
	12271	1507	Charles Ramp	lock install -R	\$20	\$20		
	12272	1508	Miller's Blacktop	DeMotte sidewalk	\$2,790	\$2,790		
	12273	1509	Robbins-Loman	task lights-R	\$815	\$815		
Oct 93	12357	1667	Ace Hardware	door chime-D	\$64	\$64		
	12358	1668	Brown's Garden	bark	\$160	\$160		
	12359	1670	Smith True Value	perforated drains	\$91	\$91		
			Gaylord	credit:automation	(\$280)			(\$280)
			Circle R Mech	refund from escrow	(\$4,831)			
Nov 93	12443	1825	Valade Heating	roof valleys	\$450	\$450		
			Van Keppel Bros	rerout drainspouts	\$2,045	\$2,045		
Dec 93	12525	1983	Claridge Products	cork boards R&D	\$385		\$385	
	12526	1984	Dyke's Electric	automation outlets	\$152			\$152
	12527	1985	Gaylord Bros.	computer work stat	\$1,266		\$1,266	
TOTAL AMOUNT BUDGET ED					\$3,900,000	\$93,131	\$195,757	\$217,000 \$160,127
INTEREST TO DATE					\$181,409	\$81,409		\$100,000
RECEIPTS TO DATE					\$2,641	\$2,641		
TOTAL TO SPEND					\$4,084,050	\$177,181	\$195,757	\$217,000 \$260,127
Amount Spent To Date					\$4,010,995	\$125,161	\$182,409	\$209,440 \$260,000
Balance					\$73,056	\$52,021	\$13,348	\$7,560 \$127

FINANCIAL REPORT BY FUND
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 31 Dec 93

FUND #	DESCRIPTION	BEGINNING BALANCE	RECEIPTS THIS MONTH	RECEIPTS YEAR-TO-DATE	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	BALANCE
100	OPERATING FUND	205692.30	234721.05	965411.04	240308.41	1025062.97	199604.94
101	PUBLIC LIBRARY ACCESS CARD	33.54	.00	972.66	.00	939.12	33.54
	GIFT FUNDS						
110.01	DEMOTTE GIFT FUND	2649.26	110.00	769.56	53.56	2434.67	2705.70
110.02	RENSSELAER GIFT FUND	1899.58	200.00	2131.86	534.88	5449.94	1564.70
110.03	WHEATFIELD GIFT FUND	677.41	.00	511.83	9.50	598.17	667.91
	BOND AND INTEREST						
120.02	WHEATFIELD BOND AND INTEREST	.00	.00	.00	.00	.00	.00
120.03	RENS & DEM BOND AND INTEREST	70353.02	367080.80	552267.98	307432.50	590415.00	130001.32
130	LIRF FUND	9349.73	14796.00	14796.00	6500.00	6500.00	17645.73
	INVESTMENTS						
140.01	OPERATING FUND INVESTMENTS	.00	.00	.00	.00	.00	.00
140.02	LIRF INVESTMENTS	.00	.00	.00	.00	.00	.00
140.03	DEMOTTE BOND AND INTEREST	.00	.00	.00	.00	.00	.00
140.04	WHEATFIELD BOND AND INTEREST	.00	.00	.00	.00	.00	.00
	PETTY CASH						
150.01	DEMOTTE PETTY CASH	30.00	.00	.00	.00	.00	30.00
150.02	RENSSELAER PETTY CASH	60.00	.00	.00	.00	.00	60.00
150.03	WHEATFIELD PETTY CASH	30.00	.00	.00	.00	.00	30.00
160	RECIPROCAL BORROWING FUND	.00	.00	347.65	.00	347.65	.00
170	LEVY EXCESS FUND	.00	.00	.00	.00	.00	.00
180	CONSTRUCTION FUND	74862.04	.00	110734.17	1802.79	382151.71	73059.25
190	CASH CHANGE FUND	60.00	20.00	20.00	.00	.00	80.00
	WITHHOLDING ACCOUNTS						
200.01	FIT TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.02	FICA TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.03	GIT TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.04	CO TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.05	IND.DEFERRED COMPENSATION	.00	.00	.00	.00	.00	.00
200.06	BONDS PURCHASED	.00	.00	.00	.00	.00	.00
200.07	HEALTH INSURANCE	190.63	.00	.00	-164.30	44.55	354.93
200.08	P.E.R.F.	1636.47	.00	.00	-861.37	-328.04	2497.84
200.09	GARNISHMENTS	.00	.00	.00	.00	.00	.00
-TOTAL ALL FUNDS-		367523.98	616927.85	1647962.75	556115.97	2013615.74	428335.86

{-----BANK BALANCES-----}

DATE {31 Dec 93}

A1 {BANK ONE CHECKING	}	B1 {	210197.21}
A2 {CONSTRUCTION FUND SAVINGS ACCT}	}	B2 {	73059.25}
A3 {CERTIFICATE OF DEPOSIT #2	}	B3 {	.00}
A4 {FIRST OF AMERICA	}	B4 {	46685.61}
A5 {DEMOTTE STATE BANK	}	B5 {	57468.38}
A6 {INDIANA FEDERAL	}	B6 {	18815.57}
A7 {NBD BANK	}	B7 {	17282.90}
A8 {FIRST FEDERAL SAVINGS BANK	}	B8 {	4826.94}
A9 {	}	B9 {	.00}
-----		-----	
TOTAL		B10{	428335.86}

year-end

APPROPRIATION REPORT

----- JASPER COUNTY PUBLIC LIBRARY -----

29 Dec 93

OPERATING FUND ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	SPI
1.11	SALARY OF LIBRARIAN	36684.00	.00	36684.00	3057.00	36639.50	44.50	100
1.12	SALARY OF ASSISTANTS	328767.00	.00	328767.00	27954.44	324182.07	4584.93	99
1.13	WAGES OF JANITORS	12909.00	1762.65	14671.65	1260.25	14671.65	.00	100
1.21	EMPLOYER'S SHARE-FICA	28944.00	1185.57	30129.57	2468.74	28724.90	1404.67	99
1.22	UNEMPLOYMENT COMPENSATION	2270.00	.00	2270.00	.00	640.72	1629.28	20
1.23	EMPLOYER'S CONTRIBUTION - PERF	19951.00	.00	19951.00	.00	19413.57	537.43	99
1.24	EMPLOYER'S CONTRIBUTION - INS.	2500.00	.00	2500.00	.00	840.00	1660.00	30
1.31	OTHER PERSONAL SERVICES	2000.00	-1327.81	672.19	143.75	264.00	408.19	30
2.11	OFFICIAL RECORDS	950.00	81.06	1031.06	20.87	1031.06	.00	100
2.12	STATIONERY AND PRINTING	800.00	26.13	826.13	85.50	826.13	.00	100
2.13	OTHER OFFICE SUPPLIES	3250.00	631.29	3881.29	130.71	3881.29	.00	100
2.21	CLEANING & SANITATION SUPPLIES	4000.00	451.80	4451.80	133.14	4451.80	.00	100
2.22	FUEL, OIL & LUBRICANTS	50.00	.00	50.00	.00	3.31	46.69	93
2.23	OTHER OPERATING SUPPLIES	50.00	.00	50.00	.00	43.42	6.58	87
2.31	BUILDING MATERIALS & SUPPLIES	600.00	.00	600.00	117.21	511.81	88.19	85
2.32	PAINT AND PAINTING SUPPLIES	400.00	.00	400.00	.00	.00	400.00	0
2.33	REPAIR PARTS	250.00	.00	250.00	.00	20.20	229.80	91
2.41	LIBRARY SUPPLIES	8000.00	-1190.28	6809.72	111.96	4883.45	1926.27	70
2.42	OTHER SUPPLIES	2000.00	.00	2000.00	208.90	980.78	1019.22	40
3.11	CONSULTING SERVICES	500.00	-450.00	50.00	.00	50.00	.00	100
3.12	ENGINEERING & ARCH. SERVICES	500.00	-275.78	224.22	.00	.00	224.22	0
3.13	LEGAL SERVICES	1500.00	-1489.08	10.92	.00	.00	10.92	0
3.14	OTHER PROFESSIONAL SERVICES	100.00	.00	100.00	.00	100.00	.00	100
3.21	TELEPHONE	24000.00	-1916.38	22083.62	1903.51	21551.01	532.61	98
3.22	POSTAGE	5500.00	-1685.34	3814.66	335.64	3814.66	.00	100
3.23	TRAVELING EXPENSE	4000.00	.00	4000.00	409.75	3445.15	554.85	86
3.24	PROFESSIONAL MEETINGS	4000.00	.00	4000.00	1014.37	3913.89	86.11	98
3.25	FREIGHT	50.00	.00	50.00	.00	5.00	45.00	10
3.31	ADVERTISING & PUBLIC NOTICES	500.00	567.34	1067.34	.00	1067.34	.00	100
3.32	OTHER PRINTING	1000.00	.00	1000.00	.00	695.83	304.17	70
3.41	OFFICIAL BONDS	800.00	-10.20	789.80	200.00	700.95	88.85	88
3.42	OTHER INSURANCE	10000.00	3374.20	13374.20	10.00	13374.20	.00	100
3.51	GAS	12750.00	7597.57	20347.57	2145.60	20347.57	.00	100
3.52	ELECTRICITY	31000.00	20916.38	51916.38	3637.28	51916.38	.00	100
3.53	WATER	800.00	520.00	1320.00	84.23	1274.50	45.50	95
3.54	WASTE DISPOSAL SERVICES	850.00	1980.00	2830.00	202.47	2700.97	129.03	95
3.61	BUILDING & STRUCTURES	7956.00	725.78	8681.78	193.00	8681.78	.00	100
3.62	EQUIPMENT	1000.00	1815.84	2815.84	1297.17	2815.84	.00	100
3.71	REAL ESTATE	.00	.00	.00	.00	.00	.00	0
3.72	EQUIPMENT	450.00	-130.50	319.50	9.95	177.20	142.30	55
3.91	DUES	1500.00	-567.34	932.66	.00	805.70	126.96	86
3.92	INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.00	.00	0
3.93	TAXES & ASSESSMENTS	.00	.00	.00	.00	.00	.00	0
3.94	TRANSFER TO LIRF	14796.00	.00	14796.00	14796.00	14796.00	.00	100
3.95	SERVICE CONTRACTS	11600.00	2800.43	14400.43	1693.30	14400.43	.00	100
3.96	PETTY CASH	120.00	.00	120.00	.00	.00	120.00	0
3.97	INTERVIEWING & MOVING EXP.	250.00	.00	250.00	.00	.00	250.00	0
3.98	MAINTENANCE CONTRACTS	20200.00	3591.08	23791.08	18481.65	23791.08	.00	100
4.1	LAND	.00	.00	.00	.00	.00	.00	0
4.2	BUILDINGS	.00	.00	.00	.00	.00	.00	0
4.3	IMPROVEMENTS OTHER THAN BUILD.	41103.00	-3000.00	38103.00	6297.23	30002.23	8100.77	79
4.4	FURNITURE & EQUIPMENT	88000.00	-44364.00	43636.00	-4574.20	36002.22	7633.78	83
4.51	BOOKS	125000.00	15258.51	140258.51	6074.90	130894.19	9364.32	93
4.52	PERIODICALS & NEWSPAPERS	40000.00	-873.23	39126.77	807.97	32835.96	6290.81	84
4.53	NONPRINTED MATERIALS	12000.00	873.23	12873.23	76.12	12873.23	.00	100
	TOTAL-	916200.00	6878.92	923078.92	90788.41	875042.97	48035.95	95

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

29 Dec 93

OPERATING FUND ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	% SPEI
1.11	SALARY OF LIBRARIAN	36684.00	.00	36684.00	3057.00	36639.50	44.50	100%
1.12	SALARY OF ASSISTANTS	328767.00	.00	328767.00	27954.44	324182.07	4584.93	99%
1.13	WAGES OF JANITORS	12909.00	434.84	13343.84	1260.25	14671.65	-1327.81	110%
1.21	EMPLOYER'S SHARE-FICA	28944.00	1185.57	30129.57	2468.74	28724.90	1404.67	95%
1.22	UNEMPLOYMENT COMPENSATION	2270.00	.00	2270.00	.00	640.72	1629.28	28%
1.23	EMPLOYER'S CONTRIBUTION - PERF	19951.00	.00	19951.00	.00	19413.57	537.43	97%
1.24	EMPLOYER'S CONTRIBUTION - INS.	2500.00	.00	2500.00	.00	840.00	1660.00	34%
1.31	OTHER PERSONAL SERVICES	2000.00	.00	2000.00	143.75	264.00	1736.00	13%
2.11	OFFICIAL RECORDS	950.00	.00	950.00	20.87	1031.06	-81.06	109%
2.12	STATIONERY AND PRINTING	800.00	.00	800.00	85.50	826.13	-26.13	103%
2.13	OTHER OFFICE SUPPLIES	3250.00	.00	3250.00	130.71	3881.29	-631.29	119%
2.21	CLEANING & SANITATION SUPPLIES	4000.00	.00	4000.00	133.14	4451.80	-451.80	111%
2.22	FUEL, OIL & LUBRICANTS	50.00	.00	50.00	.00	3.31	46.69	7%
2.23	OTHER OPERATING SUPPLIES	50.00	.00	50.00	.00	43.42	6.58	87%
2.31	BUILDING MATERIALS & SUPPLIES	600.00	.00	600.00	117.21	511.81	88.19	85%
2.32	PAINT AND PAINTING SUPPLIES	400.00	.00	400.00	.00	.00	400.00	0%
2.33	REPAIR PARTS	250.00	.00	250.00	.00	20.20	229.80	8%
2.41	LIBRARY SUPPLIES	8000.00	.00	8000.00	111.96	4883.45	3116.55	61%
2.42	OTHER SUPPLIES	2000.00	.00	2000.00	208.90	980.78	1019.22	49%
3.11	CONSULTING SERVICES	500.00	.00	500.00	.00	50.00	450.00	10%
3.12	ENGINEERING & ARCH. SERVICES	500.00	.00	500.00	.00	.00	500.00	0%
3.13	LEGAL SERVICES	1500.00	.00	1500.00	.00	.00	1500.00	0%
3.14	OTHER PROFESSIONAL SERVICES	100.00	.00	100.00	.00	100.00	.00	100%
3.21	TELEPHONE	24000.00	.00	24000.00	1903.51	21551.01	2448.99	90%
3.22	POSTAGE	5500.00	.00	5500.00	335.64	3814.66	1685.34	69%
3.23	TRAVELING EXPENSE	4000.00	.00	4000.00	409.75	3445.15	554.85	86%
3.24	PROFESSIONAL MEETINGS	4000.00	.00	4000.00	1014.37	3913.89	86.11	98%
3.25	FREIGHT	50.00	.00	50.00	.00	5.00	45.00	10%
3.31	ADVERTISING & PUBLIC NOTICES	500.00	.00	500.00	.00	1067.34	-567.34	213%
3.32	OTHER PRINTING	1000.00	.00	1000.00	.00	695.83	304.17	70%
3.41	OFFICIAL BONDS	800.00	.00	800.00	200.00	700.95	99.05	88%
3.42	OTHER INSURANCE	10000.00	3364.00	13364.00	10.00	13374.20	-10.20	100%
3.51	GAS	12750.00	12500.00	25250.00	2145.60	20347.57	4902.43	81%
3.52	ELECTRICITY	31000.00	19000.00	50000.00	3637.28	51916.38	-1916.38	104%
3.53	WATER	800.00	520.00	1320.00	84.23	1274.50	45.50	97%
3.54	WASTE DISPOSAL SERVICES	850.00	1980.00	2830.00	202.47	2700.97	129.03	95%
3.61	BUILDING & STRUCTURES	7956.00	.00	7956.00	193.00	8681.78	-725.78	109%
3.62	EQUIPMENT	1000.00	.00	1000.00	1297.17	2815.84	-1815.84	282%
3.71	REAL ESTATE	.00	.00	.00	.00	.00	.00	0%
3.72	EQUIPMENT	450.00	.00	450.00	9.95	177.20	272.80	39%
3.91	DUES	1500.00	.00	1500.00	.00	805.70	694.30	54%
3.92	INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.00	.00	0%
3.93	TAXES & ASSESSMENTS	.00	.00	.00	.00	.00	.00	0%
3.94	TRANSFER TO LIRF	14796.00	.00	14796.00	14796.00	14796.00	.00	100%
3.95	SERVICE CONTRACTS	11600.00	.00	11600.00	1693.30	14400.43	-2800.43	124%
3.96	PETTY CASH	120.00	.00	120.00	.00	.00	120.00	0%
3.97	INTERVIEWING & MOVING EXP.	250.00	.00	250.00	.00	.00	250.00	0%
3.98	MAINTENANCE CONTRACTS	20200.00	.00	20200.00	18481.65	23791.08	-3591.08	118%
4.1	LAND	.00	.00	.00	.00	.00	.00	0%
4.2	BUILDINGS	.00	.00	.00	.00	.00	.00	0%
4.3	IMPROVEMENTS OTHER THAN BUILD.	41103.00	-3000.00	38103.00	6297.23	30002.23	8100.77	79%
4.4	FURNITURE & EQUIPMENT	88000.00	-44364.00	43636.00	-4574.20	36002.22	7633.78	83%
4.51	BOOKS	125000.00	15258.51	140258.51	6074.90	130894.19	9364.32	93%
4.52	PERIODICALS & NEWSPAPERS	40000.00	.00	40000.00	807.97	32835.96	7164.04	82%
4.53	NONPRINTED MATERIALS	12000.00	.00	12000.00	76.12	12873.23	-873.23	107%
	-TOTAL-	916200.00	6878.92	923078.92	90788.41	875042.97	48035.95	95%

RECEIPT BREAKDOWN
December 31, 1993

F5

	Receipts This Month	Receipts Year-To-Date
FINES and FEES.....	1207.79	14074.39
	This Month	Year-To-Date
DeMotte	428.84	5403.15
Rensselaer	470.80	5561.64
Wheatfield	308.15	3109.60
PHOTOCOPIES.....	438.00	6327.53
DeMotte	163.35	2693.20
Rensselaer	189.05	2499.19
Wheatfield	85.60	1135.14
CARDS.....	36.00	660.50
DeMotte	32.00	345.50
Rensselaer	3.50	296.00
Wheatfield	.50	19.00
PLAC FUND.....	0.00	972.66
GIFT FUNDS.....	310.00	3413.25
DeMotte	110.00	769.56
Rensselaer	200.00	2131.86
Wheatfield	0.00	511.83
INTEREST.....	561.95	22929.14
RECIPROCAL BORROWING.....	0.00	347.65
TAXES.....	449538.11	1181982.49
Local Option/Cert.Shares	0.00	316504.00
Local Option/Prop.Tax Cr.	0.00	33234.00
Property Tax	397430.97	739696.06
Financial Institution Tax	1493.00	2986.00
License Excise Tax	50614.14	86778.22
State Distribution	0.00	2784.21
REFUNDS.....	20.00	102439.14
Century Insurance Co.	0.00	803.00
Consolidated Insurance Co.	0.00	100.00
Culp Auction Receipts	0.00	948.50
First Of America-Escrow	0.00	97326.53
Town & Country Ins. Co.	0.00	572.95
B. & T. Lease Books Postage	0.00	119.95
A.T. & T.	0.00	2.58
Cirle "R" Electric	0.00	141.00
Wheatfield Lion's Club	0.00	412.06
DeMotte State Bk. Bond Acct	0.00	1723.75
Smith Publishers & Printers	0.00	91.34
Children's Museum Postage	0.00	2.98
Old Wheatf.Lib Equip. Sale	0.00	174.50
Nialsa Meeting Refund	20.00	20.00
TOTAL RECEIPT	452111.85	1333146.75

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

06 Jan 94

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
012571	00001	ACE HARDWARE	58.51	10 JAN 94	LIGHT BULBS & CLEANING SUPPL
012572	00002	AFFORDABLE COMMUNICATIONS	105.00	10 JAN 94	REPAIRS TO PHONE LINES-RENS.
012573	00003	BAKER & TAYLOR	259.86	10 JAN 94	BOOKS & GIFT FUND BOOKS
012574	00004	BAKER & TAYLOR	1049.30	10 JAN 94	CONTINUATIONS-BOOKS
012575	00005	BANK ONE	32.00	10 JAN 94	SAFE DEPOSIT BOX RENTAL
Q12576	00006	CITY OF RENSSELAER	2844.94	10 JAN 94	ANNUAL ALARM SERVICE, UTILITY
012577	00007	GAIL JUNG	21.63	10 JAN 94	DEMOTTE PETTY CASH-POSTAGE &
012578	00008	HANSEN'S SNOW REMOVAL	405.00	10 JAN 94	SNOW REMOVAL-DEMOTTE-12/22 T
012579	00009	HERITAGE OFFICE PRODUCTS, IN	15.89	10 JAN 94	DISKETTES
012580	00010	HP PRODUCTS CORP.	241.35	10 JAN 94	JANITORIAL CLEANING SUPPLIES
012581	00011	INDIANA STATE LIBRARY	33.54	10 JAN 94	PLAC CARDS-4TH QUARTER 1993
012582	00012	LIBRARY OF CONGRESS	214.00	10 JAN 94	LC SUBJECT HEADINGS-STANDING
012583	00013	LYNN DAUGHERTY	47.75	10 JAN 94	MILEAGE
012584	00014	MARY K. MARTIN	31.50	10 JAN 94	MILEAGE
012586	00016	MOOLENAAR & HUGHES	698.00	10 JAN 94	LAWN APPLICATION SERVICE FOR
012587	00017	NIPSCO	3247.28	10 JAN 94	DEMOTTE & WHEATFIELD - DEC.
012588	00018	NORTHWESTERN INDIANA TELEPHO	114.99	10 JAN 94	DEMOTTE TELEPHONE-JANUARY
012589	00019	OOMS DISPOSAL SERVICE INC.	15.00	10 JAN 94	DEMOTTE TRASH SERVICE-DECEMB
012590	00020	PHILIP E. HOWARD	95.50	10 JAN 94	WH.SNOW REMOVAL; JANITORIAL
012591	00021	PHIL SMIDT & SON, INC.	154.00	10 JAN 94	NILBA DINNER MEETING-6 BOARD
012592	00022	POSTMASTER GENERAL	364.52	10 JAN 94	1188-29 CENT STAMPS; 200-4 C
012593	00023	PUBLIC EMPLOYEES' RETIREMENT	7701.48	10 JAN 94	4TH QUARTER 1993 PAYMENT
012594	00024	PRYOR REPORT	119.00	10 JAN 94	PERIODICAL SUBSCRIPTION THRU
012595	00025	QUILL	629.04	10 JAN 94	MAILING LABELS,FOLDERS,COPY
012596	00026	SECURITY COURIERS, INC.	189.00	10 JAN 94	TRANSPORT SERVICE - 12/3 & 1
012597	00027	SIMON & SCHUSTER SCHOOL GROU	36.79	10 JAN 94	BOOKS
012598	00028	STEREO REVIEW	37.94	10 JAN 94	MAGAZINE SUBSCRIPTION TO 5/9
012601	00029	T & J GENERAL REPAIR	1069.30	10 JAN 94	JANITORIAL SERVICE TO 1/2/94
012602	00030	TEETERS CULLIGAN	29.75	10 JAN 94	COOLER RENTAL-JAN. & WATER
012603	00031	TOWN OF DEMOTTE, c/o DEMOTTE	18.72	10 JAN 94	NOV. SEWER SERVICE-DEMOTTE
012604	00032	TRI-TEL COMMUNICATIONS	651.18	10 JAN 94	DATA LINES-DECEMBER
012605	00033	VISTA INC.	46.28	10 JAN 94	ESR BULB FOR CEILING ENTRY L
012606	00034	AVC CORPORATION	5140.00	10 JAN 94	NETWORK FOR BOOKKEEPING COMP
Constr. Fund 012607	00035	BROWN'S GARDEN SHOPPE	68.10	10 JAN 94	GRASS SEED & SOWING FEE
012608	00036	COMMERCIAL OFFICE ENVIRONMEN	339.00	10 JAN 94	RECTANGULAR TABLE-DEMOTTE BL
012609	00037	SIMPLEX TIME RECORDER CO.	244.10	10 JAN 94	PRE-CONFIGURATION OF TIME CL

--TOTAL AMOUNT OF CLAIMS-- 26369.24

to First Of America Bank, DeMotte State Bank, Indiana Federal Bank for Savings, First Federal Savings Bank, and NBD Bank to satisfy State Depository Laws. (see below for breakdown)

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 1 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 26369.24. Dated 10 JAN 94.

To Satisfy Depository Laws:

- Check #012610 to FIRST OF AMERICA BANK in the amount of \$14729.79 was for transfer of funds from Bank One.
- Check #012611 to DEMOTTE STATE BANK in the amount of \$14182.92 was for transfer of funds from Bank One.
- Check #012612 to INDIANA FEDERAL BANK FOR SAVINGS in the amount of \$6453.44 was for transfer of funds from Bank One.
- Check #012613 to NBD BANK, N.A. in the amount of \$6033.76 was for transfer of funds from Bank One.
- Check #012614 to FIRST FEDERAL SAVINGS BANK in the amount of \$1560.04 was for transfer of funds from Bank On

Salary Ordinance 1994

Name	Classif.	Hrly Wage	Annual Wage	Hrs Worked	Library
Bachman, Carol	Lib. Asst II	\$6.09	\$12,667.20	40	R
Barlow, Kellie	Page	\$4.25	1,547.00	7	R
Beedle, Marlene	Lib. Asst I	\$5.99	7,475.52	24	D
Best, Julie	Page	\$4.30	2,236.00	10	R
Brown, Glenda	Specialist I	\$7.41	15,412.80	40	R
Bykerk, Jill	Page	\$4.40	2,288.00	10	D
Carr, Renee	Lib. Asst I	\$6.48	10,782.72	32	D
Cavanaugh, Kathleen	Specialist II	\$8.20	17,046.40	40	R
Daugherty, Lynn	Director	18.08	37,606.40	40	R
Eisele, Julie	Clerk	4.75	3,705.00	15	R
Fagen, Charlotte	Specialist II	8.47	17,617.60	40	D
Ferber, Pam	Librarian	12.98	21,598.72	32	W
Garwood, Kim	Librarian	13.10	27,238.40	40	R
Hendricks, Jennifer	Page	4.25	2,210.00	10	D
Howard, Rose	Janitor	7.55	15,704.00	40	D, W
Jung, Gail	Admin. Asst	8.29	17,233.60	40	R
Kooy, Diana	Lib. Asst. II	7.29	3,032.64	8	D
Kopanda, Joan	Lib. Asst II	7.29	12,130.56	32	D
Kyle, Pamela	Page	4.25	2,210.00	10	R
Lewis, Sharon	Clerk	4.50	2,808.00	12	R
Martin, Mary	Librarian	14.42	29,993.60	40	R
Mitchell, Carol	Lib. Asst II	6.09	11,083.80	35	R
Padgitt, Kathi	Specialist I	7.07	14,705.60	40	R
Powell, Bonnie	Lib. Asst. I	6.97	10,873.20	30	R
Reed, Patricia	Lib. Asst. I	5.99	10,901.80	35	R
Schulenberg, Sharon	Sp. Serv Libn	9.31	16,944.20	35	R
Spurgeon, Eileen	Clerk	6.00	3,120.00	10	R
Stalbaum, Lynn	Page	4.25	2,210.00	10	W
Tachtiris, Jill	Specialist I	7.75	16,120.00	40	D
Tanis, Tanya	Page	4.40	2,288.00	10	D
Thone, Betty	Clerk	6.00	4,992.00	16	D
Webster, Rachel	Clerk	4.75	3,705.00	15	D
Whited, Amber	Lib. Asst I	5.99	7,475.52	24	W
Wiers, Diane	Specialist I	7.41	15,412.80	40	W
York, Leanne	Librarian	11.06	23,004.80	40	D

William D. Doty

Barbara Lester

Miriam Sawyer

Margaret Hahner

FEB.

AGENDA.....February 14, 1994
Monthly Meeting Rensselaer Library
Jasper County Public Library Board of Trustees
7:00 PM

1. Executive session to discuss employee performance
2. Moment of silence
3. Minutes
4. Bills/Financial Reports
 - 4.1 Bills to be allowed/ paychecks
 - 4.2 Financial statements
5. Health insurance
6. Director's report
 - 6.1 Building repairs report
 - 6.2 Flower Fund
 - 6.3 Vacation Request: K. Cavanaugh
 - 6.4 September Staff Development Day plans
 - 6.5 Approval of guidelines for emergency closing
 - 6.6 Annual conference
 - 6.7 Board Development Workshop
7. 1994 Budget
8. 1994 accounting practice approval
9. Standing committee appointments
10. Wheatfield Business
11. DeMotte Business
12. Rensselaer Business
13. Adjournment

MINUTES.....January 14, 1994
Monthly Meeting Wheatfield Library
Jasper County Public Library Board of Trustees
8:30 AM

Present: Miriam Lawyer, Barbara Leestma, Wil Doty, Marge Hohner

1. Minutes: Minutes of the December 6 meeting were approved on a motion by M. Lawyer, seconded by M. Hohner. Minutes of the December 29th meeting were approved on a motion by B. Leestma, seconded by M. Lawyer.
2. Bills and financial statements were approved on a motion by M. Lawyer, seconded by B. Leestma.
3. On a motion by M. Hohner, seconded by M. Lawyer, the Board voted to close the library until 12 noon on March 18 for a Staff Development Day.
4. The Director's goals for 1994 were examined and discussed. The Board was in agreement with the Director's goals, emphasizing the need for better communication and for book discussion programs.
5. The Board approved the 1994 Salary Ordinance on a motion by B. Leestma, seconded by M. Lawyer. W. Doty voted against the motion.
6. The Board chose to hold the September board meeting on Monday, August 29.
7. A request for \$500 to be spent from the Construction Budget for an enhancement of the automation system was approved on a motion by B. Leestma, seconded by M. Lawyer.
8. A request for weekly use of a DeMotte meeting room for a nondenominational Bible Study was turned down by the Board. The Board felt that the meeting room was already scheduled two nights per week for weekly gatherings and that other nights should be left open for library programming and groups needing occasional use of the room.
9. Approval was given for Kim Garwood, Rensselaer librarian, to attend a Career Track workshop.
10. On a motion by M. Hohner, seconded by M. Lawyer, the Board voted that no new positions would be created in 1994 and that the Board must approve replacing any employees who leave during the year.

11. The Board asked that a category be added to the circulation statistics for CD ROM software added to the library's collection.

The meeting was adjourned at 10:00 AM on a motion by M. Lawyer.

The Board then met as the Board of Finance, and elected the Library Board officers as officers of the Board of Finance on a motion by M. Hohner, seconded by B. Leestma.

The meeting was adjourned at 10:10 AM on a motion by B. Leestma.

Margaret Hohner
Margaret Hohner, Secretary

Wilbur D. Doty
Attest: Wilbur Doty, President

1993 Technical Services Annual Report

1993 MATERIALS ADDED

	Total	
	V	T
Adult Books		
Fiction	2527	2525
Nonfiction	3789	3234
Children's Books		
Fiction	1822	1811
Nonfiction	1282	1247
Magazines	0	0
Graphic Materials	0	0
Microforms	0	0
Sound recordings	651	640
Software	13	13
Pamphlets	0	0
VHS	343	341
Equipment	0	0
TOTAL	10427	9811

SUPERCAT USE STATISTICS 1993

CD-ROM records read	8845
New records added	8097
Original records	1486
Records updated	2290
Records deleted	284
Labelsets printed	9059

GALAXY OVERDUE NOTICES 1993

April	1
May	576
June	588
July	617
August	467
September	531
October	583
November	802
December	865
TOTAL FOR 1993	5030
Monthly avg/overdues	559

1993

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Annual Report Statistics 1993

Funds

Our 1993 operating fund tax rate was identical to our 1992 rate. Our 1993 BIRF tax rate was 3 cents lower than our 1992 rate.

We took in about \$502 less in fines and fees and \$1,000 less in investments in 1993 than in 1992.

We spent \$840 on health insurance; our staff's personal portion of that insurance was \$2010.

Materials

We added 3,303 volumes (net) at Rensselaer and 6,145 at DeMotte and Wheatfield combined.

We judge that about 1/100th of 1% of the new materials added were duplicates ordered by mistake (fewer than 100 titles).

We requested 231 fewer items from interlibrary loan than in the previous year.

We checked out 29,453 more items, a 13% overall increase from 1992.

Programs

We had 121 more children's programs than in 1992, with an attendance increase of 3,651.

We had 9 fewer YA programs, with 19 fewer in attendance.

We had 47 more adult programs with an increase in attendance of 1,647.

In-House Use of the Library

While we have more PC's available for public use, our patrons used the PC's 473 fewer times than in 1992.

During the "typical fall week" when we count in-house use of the library by patrons very carefully, we had 285 more persons coming into the library than in that week in 1992 (14,820 more per year). Our patrons used 785 more library materials in-house that week (40,820 more per year). They asked 33 more reference questions (1716 more per year).

OUTPUT MEASURES OF LIBRARY SERVICE

	1988	1989	1990	1991	1992	1993	Explanation
Registration as % of population	47.9	51.3	53.3	58	58.4	41	Library registrations divided by population of lib. district
Turnover rate	2.2	2.2	2.5	2.5	2.4	2.8	Annual circulation div. by holdings (except periodicals)
Circulation per capita	7.72	8.24	8.96	9.51	9.95	11.1	Annual circulation div. by population of library district
In-library materials use per cap.	2.25	2.32	3.09	3.19	4.27	6	Annual in-lib mat'l use divided by population of library district
Library visits per capita	4.83	4.96	4.98	6.52	7.06	7.7	Annual number of lib. visits div. by population of lib. district
Program attendance per capita	0.26	0.32	0.23	0.23	0.21	0.44	Annual program attendance div. by pop. of library district
Reference transactions per cap	0.71	0.96	1.07	1.12	2.05	2.13	Annual no. of reference transactions div. by pop. of lib. district

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

January 1994

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
REGISTRATIONS				
Borrowers--Beginning of month:	3805	4143	1500	9448
Added this month	111	110	87	308
Withdrew this month	7	14	8	29
Total registered	3909	4239	1579	9727
Non-resident, paying	39	30	0	69
PLAC card users	3	5	0	8
Reciprocal borrowers	93	54	4	151
REFERENCE QUESTIONS				
Telephone: Directional	263	292	201	756
Telephone: Reference	262	154	117	533
In-person: Directional	315	238	221	774
In-person: Reference	370	224	172	766
Total	1210	908	711	2829
INTRALIBRARY LOANS FILLED	174	139	72	385
LOCAL HISTORY				
In person	3	27		30
Letters		4		4
IN-HOUSE USE - HARDWARE/SOFTWARE				
Computer agreements	11	80	27	118
Software used	11	91	33	135
VCR Use		1		1
Microforms		56		56
Other	17	9	2	28
XX				
INTERLIBRARY LOANS				
Requests made for:	38	104	11	153
Items rec'd for:	37	51	11	99
Items outstanding:	1	53	0	54
Items from Indiana libraries	28	43	9	80
Items requested by other libraries		1		1
Items supplied to other libraries		1		1
Info requests answered for other libraries				0
Info requests sent				0

MONTH START		MONTH END	
V	T	V	T
O	I	O	I
L	T	L	T
U	L	U	L
M	E	M	E
E	S	E	S
S		S	

MONTH START		MONTH END	
V	T	V	T
O	I	O	I
L	T	L	T
U	L	U	L
M	E	M	E
E	S	E	S
S		S	

MONTH START		MONTH END	
V	T	V	T
O	I	O	I
L	T	L	T
U	L	U	L
M	E	M	E
E	S	E	S
S		S	

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JASPER COUNTY PUBLIC LIBRARY PROGRAMS
January 1994

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Children's Programs (0-13)	3	4	12	19
Number attending	61	25	275	361
YA Programs (14-17)				0
Number attending				0
Adult Programs	2		1	3
Number attending	18		4	22
Senior Citizen Programs	1			1
Number attending	15			15
 TOTAL NO. OF PROGRAMS	 6	 4	 13	 23
TOTAL PERSONS ATTENDING	94	25	279	398

CIRCULATION BY PATRON CODE
January 1994

	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
PATRONS	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total
Adult Male (0)	1236	14.8%	1387	13.9%	537	14.0%	3160	14.3%
Adult Female (1)	4661	55.7%	4796	48.1%	2156	56.3%	11613	52.4%
Juvenile 0-11 (2)	1306	15.6%	1777	17.8%	614	16.0%	3697	16.7%
YA 12-17 (3)	496	5.9%	710	7.1%	232	6.1%	1438	6.5%
Nonresident No Fee (4)	57	0.7%	142	1.4%	10	0.3%	209	0.9%
Board/Staff (5)	330	3.9%	672	6.7%	262	6.8%	1264	5.7%
School (6)	0	0.0%	132	1.3%	0	0.0%	132	0.6%
St. Joseph College (7)	0	0.0%	22	0.2%	0	0.0%	22	0.1%
State Library Card (8)	0	0.0%	3	0.0%	5	0.1%	8	0.0%
Nonresident Fee (9)	138	1.6%	120	1.2%	0	0.0%	258	1.2%
Corporate (10)	0	0.0%	124	1.2%	0	0.0%	124	0.6%
Reciprocal (11)	140	1.7%	96	1.0%	11	0.3%	247	1.1%
Total	8364		9981		3827		22172	
Total items borrowed by nonresidents	335	4.0%	515	5.2%	26	0.7%	876	4.0%

Programs 1994

DeMotte

Long term care(Brown Bag)	Presenter: Jack Fagen	Date: Jan. 11
Landscaping your home(Brown Bag)	Presenter: John VanSoest	Date: Feb. 1
Tole Painting	Presenter: Becky Spurgeon	Date: Feb. 8
Line Dancing Class	Presenter: Wayne Gruber	Date: Feb. 19
Board games (children)	Presenter: staff	Date: Feb. 26
Footstool top weaving class	Presenter: Vicki Drzik	Date: Feb. 28
Bird feeders (children)	Presenter: staff	Date: March
Children's author Susan Mitsch(Brown Bag)		Date: Mar. 1
Easter basket class	Presenter: Vicki Drzik	Date: Mar. 28
Small business program	Presenter: Earl Walton	Date: Mar. 29
Easter Bunny Card & game (children)	Presenter: staff	Date: April 1
Sports Card Swap (children)	Presenter: staff	Date: April
Physical fitness and skin care (young adults)		Date: April
Springtime decorations (children)	Presenter: staff	Date: April 5
??	Presenter: Dr. Babchuk	Date: April 5
Book mark creation (children)	Presenter: staff	Date: May
Before Starting College, panel discussion	Presenter: students	Date: May
Brown bag, not yet scheduled		Date: May 3
Composting	Presenter: Mike Manning	Date: May 9
Nutrition and the Food Pyramid		Date: May 23
Designer book covers (children)	Presenter: staff	Date: September
Reading To Children (for parents)		Date: Sept. or Oct.
Choosing a Career (for young adults)		Date: Sept. or Oct.
Sandhill Cranes	Presenter: John Long	Date: Sept. 26
Kathleen's Halloween ideas		Date: Oct.
Sweatshirt painting class	Presenter: Becky Spurgeon	Date: Oct. or Nov.
Christmas decorations for nursing home (children)		Date: Nov.
Christmas decorations (children)	Presenter: staff	Date: December
Santas Around the World	Presenter: Ted Fieffer	Date: early December

Toddler Times, 5 weeks Feb. & March, 5 weeks in September. Two sessions per week if necessary

Story Times, 6 weeks March & April, 6 weeks Oct & Nov, 3 sessions each week
4 weeks June, 2 sessions each week

Summer Reading Program, 6 programs....June 8-July 27

Adult Readers' Advisory Program...June, July & August

Young Adult Auction...June, July & August

Other programs not yet scheduled include 2 after-school programs for elementary school children and a book discussion series, probably for fall. Other craft programs may be included.

Rensselaer

Winter Reading Program for all ages

1. Family Bedtime Stories each Monday evening
2. Indian Powwow (Indian foods, history, games)
3. Taste of Countries
4. Winter Reading Finale

Date: Jan.17 - Feb.26

Banking Series

Presenter: Bank One

Date: Feb. 3

Date: Feb. 12

Date: Feb. 26

Dates: Pt. 1, Feb. 22,
Mar.29, Apr. 26;
Part 2, fall

Basketweaving Series

Presenters: ?

Dates: 3 sessions
spring, 4 in fall

Brown Bag Book Discussion Group

Presenters: various

Dates: Mar, Apr, May
Sept, Oct, Nov

Children's Easter party

Presenters: Kathleen C.

Date: April 2

Civil War Re-enactment

Presenter: Matt Beck

Date: April 16

Get To Know Your Public Library

Presenter: staff

Date: Apr 20, Sept.14

Camp-Out Stories

Presenter: Kathleen C.

Dates: 4 sessions,
July, Aug. evenings

Little Cousin Jasper Book Sale

Presenter: staff, Friends

Date: Sept. 10

Genealogy Program

Presenter: ?

Date: Oct. 3

Halloween Party for all ages

Presenter: staff

Date: Oct. 29

Tole Painting

Presenter:

Dates: 2 sessions,
Nov., Dec.

Festival of Music for all ages

Presenter: staff, Friends

Date: Dec. 1

CDC Storytimes

Presenter: Kim Garwood

Dates: irregular

Senior Bookleggers at Care Center

Presenter: Kim Garwood

Dates: irregular

Preschool Storytimes.....5 sessions Feb. to April, 6 sessions Sept. to November

Toddler Times5 sessions Mar. to April, 6 sessions Sept. to November

Baby Programs.....4 sessions in May, 4 sessions in August, 4 sessions in November

Summer Reading Program...June 14 to Aug. 2. Series of programs of interest to young adults on Thursdays, at least 6 weekly programs for elementary age children

Not yet confirmed: ~~Beginner's book and tole painting~~; program on techniques for living alone successfully put on by Wabash Valley.

Wheatfield

Winter Reading Club for elementary age students		Date: Feb. - March
Sportscard swap	Presenter: staff	Date: April, 1, Aug or Sept
Heart Basketmaking Class	Presenter: Vicki Drzik	Date: Jan. 31
Flower gardening basics	Presenter: Connie Kingman	Date: Feb. 28
Bean Pot Basketmaking	Presenter: Vicki Drzik	Date: Mar. 4
China Travelogue	Presenter: Dorothy Berkes	Date: Mar. 14
Antiques	Presenter: Dr. Richard Gillman	Date: Mar. 29
Attracting Wildlife to Your Backyard	Presenter: James Bergens	Date: April 11
Preventative Medicine	Presenter: Dr. George Babchuk	Date: April 19
Silk Painting Demonstration	Presenter: Doris Myers	Date: April 26
Basketmaking class	Presenter: Vicki Drzik	Date: Sept.
Ukraine Travelogue	Presenter: Dr. Geo. Babchuk	Date: Sept
Serger class	Presenter: Nancy Gluth	Date: October
Basketmaking class	Presenter: Vicki Drzik	Date: October
Hospice care	Presenter: Karen Rients	Date: Oct. 17

Free Blood Pressure Screenings: Presenter: St. Anthony Medical Center Dates: First Thursday of every month beginning March 3

Toddler Times....4 sessions in March, 4 sessions in September

Summer Reading Club....June and July (6 wks of programs, extra weeks for reading)

Preschool storytimes, 7 sessions Feb. & March, 5 sessions June, 6 sessions Sept & Oct.

Other craft classes may be scheduled later.

FINANCIAL REPORT BY FUND
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 31 Jan 94

FUND #	DESCRIPTION	BEGINNING BALANCE	RECEIPTS THIS MONTH	RECEIPTS YEAR-TO-DATE	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	BALANCE
100	OPERATING FUND	199604.94	2925.60	2925.60	54039.39	54039.39	148491.15
101	PUBLIC LIBRARY ACCESS CARD	33.54	16.00	16.00	33.54	33.54	16.00
	GIFT FUNDS						
110.01	DEMOTTE GIFT FUND	2705.70	.00	.00	.00	.00	2705.70
110.02	RENSSELAER GIFT FUND	1564.70	10.00	10.00	34.45	34.45	1540.25
110.03	WHEATFIELD GIFT FUND	667.91	65.00	65.00	.00	.00	732.91
	BOND AND INTEREST						
120.02	WHEATFIELD BOND AND INTEREST	.00	.00	.00	.00	.00	.00
120.03	RENS & DEM BOND AND INTEREST	130001.32	.00	.00	.00	.00	130001.32
130	LIRF FUND	17645.73	.00	.00	.00	.00	17645.73
	INVESTMENTS						
140.01	OPERATING FUND INVESTMENTS	.00	.00	.00	.00	.00	.00
140.02	LIRF INVESTMENTS	.00	.00	.00	.00	.00	.00
140.03	DEMOTTE BOND AND INTEREST	.00	.00	.00	.00	.00	.00
140.04	WHEATFIELD BOND AND INTEREST	.00	.00	.00	.00	.00	.00
	PETTY CASH						
150.01	DEMOTTE PETTY CASH	30.00	.00	.00	.00	.00	30.00
150.02	RENSSELAER PETTY CASH	60.00	.00	.00	.00	.00	60.00
150.03	WHEATFIELD PETTY CASH	30.00	.00	.00	.00	.00	30.00
160	RECIPROCAL BORROWING FUND	.00	.00	.00	.00	.00	.00
170	LEVY EXCESS FUND	.00	.00	.00	.00	.00	.00
180	CONSTRUCTION FUND	73059.25	1156.60	1156.60	5791.20	5791.20	68424.65
190	CASH CHANGE FUND	80.00	.00	.00	.00	.00	80.00
	WITHHOLDING ACCOUNTS						
200.01	FIT TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.02	FICA TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.03	GIT TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.04	CO TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.05	IND.DEFERRED COMPENSATION	.00	.00	.00	.00	.00	.00
200.06	BONDS PURCHASED	.00	.00	.00	.00	.00	.00
200.07	HEALTH INSURANCE	354.93	.00	.00	-164.30	-164.30	519.23
200.08	P.E.R.F.	2497.84	.00	.00	1625.79	1625.79	872.05
200.09	GARNISHMENTS	.00	.00	.00	.00	.00	.00
-TOTAL ALL FUNDS-		428335.86	4173.20	4173.20	61360.07	61360.07	371148.99

{-----BANK BALANCES-----}
DATE {31 Jan 94}

A1 {BANK ONE CHECKING	}	B1 {	113356.08}
A2 {CONSTRUCTION FUND SAVINGS ACCT}	}	B2 {	68424.65}
A3 {CERTIFICATE OF DEPOSIT #2	}	B3 {	0.00}
A4 {FIRST OF AMERICA	}	B4 {	61793.42}
A5 {DEMOTTE STATE BANK	}	B5 {	72390.27}
A6 {INDIANA FEDERAL	}	B6 {	25399.43}
A7 {NBD BANK	}	B7 {	23358.40}
A8 {FIRST FEDERAL SAVINGS BANK	}	B8 {	6426.74}
A9 {	}	B9 {	0.00}
-----		-----	
TOTAL		B10{	371148.99}

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

31 Jan 94

OPERATING FUND ACNT # DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	% SPENT
1.11 SALARY OF LIBRARIAN	37606.00	.00	37606.00	3095.43	3095.43	34510.57	8%
1.12 SALARY OF ASSISTANTS	374642.00	.00	374642.00	28425.49	28425.49	346216.51	8%
1.13 WAGES OF JANITORS	17056.00	.00	17056.00	1272.23	1272.23	15783.77	7%
1.21 EMPLOYER'S SHARE-FICA	32893.00	.00	32893.00	2508.68	2508.68	30384.32	8%
1.22 UNEMPLOYMENT COMPENSATION	1224.00	.00	1224.00	5.76	5.76	1218.24	.5%
1.23 EMPLOYER'S CONTRIBUTION - PERF	22277.00	.00	22277.00	5203.64	5203.64	17073.36	23%
1.24 EMPLOYER'S CONTRIBUTION - INS.	12000.00	.00	12000.00	.00	.00	12000.00	0%
1.31 OTHER PERSONAL SERVICES	1500.00	.00	1500.00	45.50	45.50	1454.50	3%
2.11 OFFICIAL RECORDS	800.00	.00	800.00	.00	.00	800.00	0%
2.12 STATIONERY AND PRINTING	500.00	.00	500.00	.00	.00	500.00	0%
2.13 OTHER OFFICE SUPPLIES	4500.00	.00	4500.00	652.20	652.20	3847.80	14%
2.21 CLEANING & SANITATION SUPPLIES	5500.00	.00	5500.00	244.60	244.60	5255.40	4%
2.22 FUEL, OIL & LUBRICANTS	20.00	.00	20.00	.00	.00	20.00	0%
2.23 OTHER OPERATING SUPPLIES	1000.00	.00	1000.00	101.54	101.54	898.46	10%
2.31 BUILDING MATERIALS & SUPPLIES	600.00	.00	600.00	.00	.00	600.00	0%
2.32 PAINT AND PAINTING SUPPLIES	200.00	.00	200.00	.00	.00	200.00	0%
2.33 REPAIR PARTS	250.00	.00	250.00	.00	.00	250.00	0%
2.41 LIBRARY SUPPLIES	4500.00	.00	4500.00	.00	.00	4500.00	0%
2.42 AUTOMATION SUPPLIES	5000.00	.00	5000.00	.00	.00	5000.00	0%
3.11 CONSULTING SERVICES	.00	.00	.00	.00	.00	.00	0%
3.12 ENGINEERING & ARCH. SERVICES	500.00	.00	500.00	.00	.00	500.00	0%
3.13 LEGAL SERVICES	1500.00	.00	1500.00	.00	.00	1500.00	0%
3.14 OTHER PROFESSIONAL SERVICES	1000.00	.00	1000.00	.00	.00	1000.00	0%
3.21 TELEPHONE	23500.00	.00	23500.00	1485.76	1485.76	22014.24	6%
3.22 POSTAGE	5000.00	.00	5000.00	378.88	378.88	4621.12	8%
3.23 TRAVELING EXPENSE	3500.00	.00	3500.00	79.25	79.25	3420.75	2%
3.24 PROFESSIONAL MEETINGS	3500.00	.00	3500.00	154.00	154.00	3346.00	4%
3.25 FREIGHT	50.00	.00	50.00	.00	.00	50.00	0%
3.31 ADVERTISING & PUBLIC NOTICES	800.00	.00	800.00	.00	.00	800.00	0%
3.32 OTHER PRINTING	600.00	.00	600.00	.00	.00	600.00	0%
3.41 OFFICIAL BONDS	500.00	.00	500.00	.00	.00	500.00	0%
3.42 OTHER INSURANCE	13400.00	.00	13400.00	.00	.00	13400.00	0%
3.51 GAS	32000.00	.00	32000.00	2442.89	2442.89	29557.11	8%
3.52 ELECTRICITY	55000.00	.00	55000.00	3290.75	3290.75	51709.25	6%
3.53 WATER	1500.00	.00	1500.00	97.88	97.88	1402.12	7%
3.54 WASTE DISPOSAL SERVICES	2800.00	.00	2800.00	194.22	194.22	2605.78	7%
3.61 BUILDING & STRUCTURES	9000.00	.00	9000.00	1190.50	1190.50	7809.50	13%
3.62 EQUIPMENT	2500.00	.00	2500.00	105.00	105.00	2395.00	4%
3.71 REAL ESTATE	.00	.00	.00	.00	.00	.00	0%
3.72 EQUIPMENT	250.00	.00	250.00	41.95	41.95	208.05	17%
3.8 DEBT SERVICE	.00	.00	.00	.00	.00	.00	0%
3.91 DUES	2200.00	.00	2200.00	.00	.00	2200.00	0%
3.92 INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.00	.00	0%
3.93 TAXES & ASSESSMENTS	.00	.00	.00	.00	.00	.00	0%
3.94 TRANSFER TO LIRF	7000.00	.00	7000.00	.00	.00	7000.00	0%
3.95 SERVICE CONTRACTS	16670.00	.00	16670.00	1220.80	1220.80	15449.20	7%
3.96 PETTY CASH	120.00	.00	120.00	.00	.00	120.00	0%
3.97 INTERVIEWING & MOVING EXP.	250.00	.00	250.00	.00	.00	250.00	0%
3.98 MAINTENANCE CONTRACTS	30000.00	.00	30000.00	120.00	120.00	29880.00	.5%
4.1 LAND	.00	.00	.00	.00	.00	.00	0%
4.2 BUILDINGS	.00	.00	.00	.00	.00	.00	0%
4.3 IMPROVEMENTS OTHER THAN BUILD.	.00	275.00	275.00	.00	.00	275.00	0%
4.4 FURNITURE & EQUIPMENT	5000.00	3827.90	8827.90	.00	.00	8827.90	0%
4.51 BOOKS	115000.00	.00	115000.00	1525.50	1525.50	113474.50	1%
4.52 PERIODICALS & NEWSPAPERS	35000.00	.00	35000.00	156.94	156.94	34843.06	1%
4.53 NONPRINTED MATERIALS	12000.00	.00	12000.00	.00	.00	12000.00	0%
-TOTAL-	902208.00	4102.90	906310.90	54039.39	54039.39	852271.51	6%

APPROPRIATION REPORT

----- JASPER COUNTY PUBLIC LIBRARY -----

21 Jan 94

CONSTRUCTION FUND ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE
3.12	ENGINEERING & ARCH. SERVICES	7560.00	.00	7560.00	.00	.00	7560.00
4.2	BUILDINGS	.00	.00	.00	244.10	244.10	-244.10
4.3	IMPROVEMENTS OTHER THAN BUILD.	52021.00	1004.60	53025.60	68.10	68.10	52957.50
4.4	FURNITURE & EQUIPMENT	13630.25	.00	13630.25	5479.00	5479.00	8151.25
	-TOTAL-	73211.25	1004.60	74215.85	5791.20	5791.20	68424.65

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 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 31 Jan 94

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
003411	0058	BACHMAN, CAROL	360.69	10 JAN 94	PAYROLL
003412	0067	KELLIE L. BARLOW	85.97	10 JAN 94	PAYROLL
003413	0056	MARLENE BEEDLE	235.61	10 JAN 94	PAYROLL
003414	0064	JULIE A. BEST	72.71	10 JAN 94	PAYROLL
003415	0046	GLENDA BROWN	500.51	10 JAN 94	PAYROLL
003416	0062	JILL M. BYKERK	76.45	10 JAN 94	PAYROLL
003417	0050	RENEE CARR	346.60	10 JAN 94	PAYROLL
003418	0065	KATHLEEN M. CAVANAUGH	527.50	10 JAN 94	PAYROLL
003419	0049	LYNN DAUGHERTY	1007.80	10 JAN 94	PAYROLL
003420	0055	JULIE EISELE	174.23	10 JAN 94	PAYROLL
003421	0039	CHARLOTTE FAGEN	560.03	10 JAN 94	PAYROLL
003422	0053	PAMELA FERBER	574.35	10 JAN 94	PAYROLL
003423	0054	KIMBERLY GARWOOD	764.77	10 JAN 94	PAYROLL
003424	0066	JENNIFER M. HENDRICKS	121.30	10 JAN 94	PAYROLL
003425	0052	ROSE E. HOWARD	514.23	10 JAN 94	PAYROLL
003426	0059	GAIL M. JUNG	541.90	10 JAN 94	PAYROLL
003427	0047	DIANA KOBY	121.37	10 JAN 94	PAYROLL
003428	0042	JOAN KOPANDA	342.99	10 JAN 94	PAYROLL
003429	0068	SHARON K. LEWIS	112.50	10 JAN 94	PAYROLL
003431	00038	MARY K. MARTIN	828.67	10 JAN 94	PAYROLL
003432	0057	CAROL MITCHELL	364.46	10 JAN 94	PAYROLL
003433	0044	KATHLEEN PADGITT	439.83	10 JAN 94	PAYROLL
003434	0045	BONNIE POWELL	343.58	10 JAN 94	PAYROLL
003435	0061	PATRICIA A. REED	365.25	10 JAN 94	PAYROLL
003436	0040	SHARON SCHULENBERG	521.91	10 JAN 94	PAYROLL
003437	0048	EILEEN SPURGEON	89.21	10 JAN 94	PAYROLL
003438	0069	LYNN M. STALBAUM	95.45	10 JAN 94	PAYROLL
003439	0041	JILL TACHIRIS	458.65	10 JAN 94	PAYROLL
003440	0060	TANYA JO TANIS	102.63	10 JAN 94	PAYROLL
003441	0063	WEBSTER, RACHAEL D.	113.82	10 JAN 94	PAYROLL
003442	0051	WHITED, AMBER	349.41	10 JAN 94	PAYROLL
003443	0043	DIANE WIERS	455.55	10 JAN 94	PAYROLL
003444	0070	LEANNE YORK	707.08	10 JAN 94	PAYROLL
003447	0093	BACHMAN, CAROL	355.65	25 JAN 94	PAYROLL
003448	0102	KELLIE L. BARLOW	95.45	25 JAN 94	PAYROLL
003449	0091	MARLENE BEEDLE	246.09	25 JAN 94	PAYROLL
003450	0099	JULIE A. BEST	77.32	25 JAN 94	PAYROLL
003451	0081	GLENDA BROWN	440.41	25 JAN 94	PAYROLL
003452	0097	JILL M. BYKERK	67.48	25 JAN 94	PAYROLL
003453	0085	RENEE CARR	312.70	25 JAN 94	PAYROLL
003454	0100	KATHLEEN M. CAVANAUGH	527.50	25 JAN 94	PAYROLL
003455	0084	LYNN DAUGHERTY	1034.69	25 JAN 94	PAYROLL
003456	0090	JULIE EISELE	136.13	25 JAN 94	PAYROLL
003457	0074	CHARLOTTE FAGEN	587.53	25 JAN 94	PAYROLL
003458	0088	PAMELA FERBER	613.61	25 JAN 94	PAYROLL
003459	0089	KIMBERLY GARWOOD	804.77	25 JAN 94	PAYROLL
003460	0101	JENNIFER M. HENDRICKS	76.45	25 JAN 94	PAYROLL
003461	0087	ROSE E. HOWARD	467.36	25 JAN 94	PAYROLL

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 208 W. SUSAN STREET
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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
003462	0094	GAIL M. JUNG	586.37	25 JAN 94	PAYROLL
003463	0082	DIANA KOBY	109.00	25 JAN 94	PAYROLL
003464	0077	JOAN KOPANDA	382.27	25 JAN 94	PAYROLL
003465	0103	SHARON K. LEWIS	76.89	25 JAN 94	PAYROLL
003466	00073	MARY K. MARTIN	860.35	25 JAN 94	PAYROLL
003467	0092	CAROL MITCHELL	334.80	25 JAN 94	PAYROLL
003468	0079	KATHLEEN PADGITT	404.34	25 JAN 94	PAYROLL
003469	0080	BONNIE POWELL	333.42	25 JAN 94	PAYROLL
003470	0096	PATRICIA A. REED	364.65	25 JAN 94	PAYROLL
003471	0075	SHARON SCHULENBERG	436.10	25 JAN 94	PAYROLL
003472	0083	EILEEN SPURGEON	110.82	25 JAN 94	PAYROLL
003473	0104	LYNN M. STALBAUM	74.76	25 JAN 94	PAYROLL
003474	0076	JILL TACHTIRIS	496.81	25 JAN 94	PAYROLL
003475	0095	TANYA JO TANIS	55.87	25 JAN 94	PAYROLL
003476	0098	WEBSTER, RACHAEL D.	110.31	25 JAN 94	PAYROLL
003477	0086	WHITED, AMBER	330.05	25 JAN 94	PAYROLL
003478	0078	DIANE WIERS	411.56	25 JAN 94	PAYROLL
003479	0105	LEANNE YORK	707.08	25 JAN 94	PAYROLL
012571	00001	ACE HARDWARE	58.51	10 JAN 94	LIGHT BULBS & CLEANING SUPPL
012572	00002	AFFORDABLE COMMUNICATIONS	105.00	10 JAN 94	REPAIRS TO PHONE LINES-RENS.
012573	00003	BAKER & TAYLOR	259.86	10 JAN 94	BOOKS & GIFT FUND BOOKS
012574	00004	BAKER & TAYLOR	1049.30	10 JAN 94	CONTINUATIONS-BOOKS
012575	00005	BANK ONE	32.00	10 JAN 94	SAFE DEPOSIT BOX RENTAL
012576	00006	CITY OF RENSSELAER	2844.94	10 JAN 94	ANNUAL ALARM SERVICE, UTILITY
012577	00007	GAIL JUNG	21.63	10 JAN 94	DEMOTTE PETTY CASH-POSTAGE &
012578	00008	HANSEN'S SNOW REMOVAL	405.00	10 JAN 94	SNOW REMOVAL-DEMOTTE-12/22 T
012579	00009	HERITAGE OFFICE PRODUCTS, IN	15.89	10 JAN 94	DISKETTES
012580	00010	HP PRODUCTS CORP.	241.35	10 JAN 94	JANITORIAL CLEANING SUPPLIES
012581	00011	INDIANA STATE LIBRARY	33.54	10 JAN 94	PLAC CARDS-4TH QUARTER 1993
012582	00012	LIBRARY OF CONGRESS	214.00	10 JAN 94	LC SUBJECT HEADINGS-STANDING
012583	00013	LYNN DAUGHERTY	47.75	10 JAN 94	MILEAGE
012584	00014	MARY K. MARTIN	31.50	10 JAN 94	MILEAGE
012586	00016	MOOLENAAR & HUGHES	698.00	10 JAN 94	LAWN APPLICATION SERVICE FOR
012587	00017	NIPSCO	3247.28	10 JAN 94	DEMOTTE & WHEATFIELD - DEC.
012588	00018	NORTHWESTERN INDIANA TELEPHO	114.99	10 JAN 94	DEMOTTE TELEPHONE-JANUARY
012589	00019	OOMS DISPOSAL SERVICE INC.	15.00	10 JAN 94	DEMOTTE TRASH SERVICE-DECEMB
012590	00020	PHILIP E. HOWARD	95.50	10 JAN 94	WH.SNOW REMOVAL; JANITORIAL
012591	00021	PHIL SMIDT & SON, INC.	154.00	10 JAN 94	NILBA DINNER MEETING-6 BOARD
012592	00022	POSTMASTER GENERAL	364.52	10 JAN 94	1188-29 CENT STAMPS; 200-4 C
012593	00023	PUBLIC EMPLOYEES' RETIREMENT	7701.48	10 JAN 94	4TH QUARTER 1993 PAYMENT
012594	00024	PRYOR REPORT	119.00	10 JAN 94	PERIODICAL SUBSCRIPTION THRU
012595	00025	QUILL	629.04	10 JAN 94	MAILING LABELS,FOLDERS,COPY
012596	00026	SECURITY COURIERS, INC.	189.00	10 JAN 94	TRANSPORT SERVICE - 12/3 & 1
012597	00027	SIMON & SCHUSTER SCHOOL GROU	36.79	10 JAN 94	BOOKS
012598	00028	STEREO REVIEW	37.94	10 JAN 94	MAGAZINE SUBSCRIPTION TO 5/9
012601	00029	T & J GENERAL REPAIR	1069.30	10 JAN 94	JANITORIAL SERVICE TO 1/2/94
012602	00030	TEETERS CULLIGAN	29.75	10 JAN 94	COOLER RENTAL-JAN. & WATER
012603	00031	TOWN OF DEMOTTE, c/o DEMOTTE	18.72	10 JAN 94	NOV. SEWER SERVICE-DEMOTTE

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208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

31 Jan 94

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
012604	00032	TRI-TEL COMMUNICATIONS	651.18	10 JAN 94	DATA LINES-DECEMBER
012605	00033	VISTA INC.	46.28	10 JAN 94	ESR BULB FOR CEILING ENTRY L
012606	00034	AVC CORPORATION	5140.00	10 JAN 94	NETWORK FOR BOOKKEEPING COMP
012607	00035	BROWN'S GARDEN SHOPPE	68.10	10 JAN 94	GRASS SEED & SOWING FEE
012608	00036	COMMERCIAL OFFICE ENVIRONMEN	339.00	10 JAN 94	RECTANGULAR TABLE-DEMOTTE BL
012609	00037	SIMPLEX TIME RECORDER CO.	244.10	10 JAN 94	PRE-CONFIGURATION OF TIME CL
012615	0071	BANK ONE	4191.56	10 JAN 94	FICA & FED TAX WITHHELD 10 J
012616	00072	INDIANA DEFERRED COMPENSATIO	135.00	10 JAN 94	WITHHELD FROM 10 JAN 94 PAYR
012617	0106	BANK ONE	4144.43	25 JAN 94	FICA & FED TAXES WITHHELD 25
012618	00107	INDIANA DEFERRED COMPENSATIO	135.00	25 JAN 94	WITHHELD FROM PAYROLL OF 25
012619	00108	INDIANA DEPARTMENT OF REVENUE	1353.89	25 JAN 94	TAXES WITHHELD FOR JANUARY 1
012620	00109	INDIANA DEPT. OF EMPLOYMENT	5.76	25 JAN 94	UNEMPLOYMENT COMPENSATION -
012621	00110	UNITED TELEPHONE COMPANY	719.59	25 JAN 94	WHEATFIELD & RENSSSELAER PHON

--TOTAL AMOUNT OF CLAIMS-- 61360.07

Check #12611 to DeMotte State Bank for \$14182.92 was transferred from Bank One Checking to satisfy Depository Laws.
Check #12612 to Indiana Federal Bank for \$6453.44 was transferred from Bank One Checking to satisfy Depository Laws.
Check #12613 to NBD Bank for \$6033.76 was transferred from Bank One Checking to satisfy Depository Laws.
Check #12614 to First Federal Savings for \$1560.04 was transferred from Bank One Checking to satisfy Depository Laws.

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 61360.07. Dated 14 FEB 94.

_____	_____
_____	_____
_____	_____
_____	_____

JASPER COUNTY PUBLIC LIBRARY

19

January 1994 RECEIPT BREAKDOWN

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES.....			\$1,472.53	\$1,472.53
DeMotte	\$448.59	\$448.59		
Rensselaer	\$828.19	\$828.19		
Wheatfield	\$195.75	\$195.75		
PHOTOCOPIES.....			\$378.70	\$378.70
DeMotte	\$146.50	\$146.50		
Rensselaer	\$194.30	\$194.30		
Wheatfield	\$37.90	\$37.90		
CARDS.....			\$41.00	\$41.00
DeMotte	\$22.50	\$22.50		
Rensselaer	\$17.50	\$17.50		
Wheatfield	\$1.00	\$1.00		
PLAC FUND.....			\$16.00	\$16.00
GIFT FUNDS.....			\$75.00	\$75.00
DeMotte	\$0.00	\$0.00		
Rensselaer	\$10.00	\$10.00		
Wheatfield	\$65.00	\$65.00		
INTEREST.....			\$2,150.89	\$2,150.89
RECIPROCAL BORROWING.....			\$0.00	\$0.00
TAXES.....			\$0.00	\$0.00
Local Option/Certified Shares		\$0.00		
Local Option/Property Tax Repl.		\$0.00		
Property Tax		\$0.00		
Financial Institution Tax		\$0.00		
License Excise Tax		\$0.00		
State Distribution		\$0.00		
REFUNDS.....			\$39.08	\$39.08
Baker & Taylor-Postage	\$39.08	\$39.08		
		\$0.00		
		\$0.00		
		\$0.00		
		\$0.00		

TOTAL RECEIPTS

\$4,173.00

\$4,173.00

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208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
003502	00111	MARY K. MARTIN	860.35	10 FEB 94	PAYROLL
003492	00112	CHARLOTTE FAGEN	587.53	10 FEB 94	PAYROLL
003507	00113	SHARON SCHULENBERG	481.70	10 FEB 94	PAYROLL
003511	00114	JILL TACHTIRIS	496.81	10 FEB 94	PAYROLL
003499	00115	JOAN KOPANDA	382.27	10 FEB 94	PAYROLL
003515	00116	DIANE WIERS	453.03	10 FEB 94	PAYROLL
003504	00117	KATHLEEN PADGITT	443.92	10 FEB 94	PAYROLL
003505	00118	BONNIE POWELL	362.69	10 FEB 94	PAYROLL
003486	00119	GLENDA BROWN	481.88	10 FEB 94	PAYROLL
003498	00120	DIANA KOBY	96.17	10 FEB 94	PAYROLL
003508	00121	EILEEN SPURGEON	110.82	10 FEB 94	PAYROLL
003490	00122	LYNN DAUGHERTY	1034.69	10 FEB 94	PAYROLL
003488	00123	RENEE CARR	348.95	10 FEB 94	PAYROLL
003514	00124	WHITED, AMBER	330.05	10 FEB 94	PAYROLL
003496	00125	ROSE E. HOWARD	505.93	10 FEB 94	PAYROLL
003493	00126	PAMELA FERBER	613.61	10 FEB 94	PAYROLL
003494	00127	KIMBERLY GARWOOD	804.77	10 FEB 94	PAYROLL
003491	00128	JULIE EISELE	118.78	10 FEB 94	PAYROLL
003484	00129	MARLENE BEEDLE	271.25	10 FEB 94	PAYROLL
003503	00130	CAROL MITCHELL	364.62	10 FEB 94	PAYROLL
003482	00131	BACHMAN, CAROL	389.72	10 FEB 94	PAYROLL
003497	00132	GAIL M. JUNG	586.37	10 FEB 94	PAYROLL
003512	00133	TANYA JO TANIS	86.84	10 FEB 94	PAYROLL
003506	00134	PATRICIA A. REED	400.27	10 FEB 94	PAYROLL
003487	00135	JILL M. BYKERK	94.57	10 FEB 94	PAYROLL
003513	00136	WEBSTER, RACHAEL D.	110.31	10 FEB 94	PAYROLL
003485	00137	JULIE A. BEST	65.98	10 FEB 94	PAYROLL
003489	00138	KATHLEEN M. CAVANAUGH	527.50	10 FEB 94	PAYROLL
003495	00139	JENNIFER M. HENDRICKS	76.45	10 FEB 94	PAYROLL
003483	00140	KELLIE L. BARLOW	63.54	10 FEB 94	PAYROLL
003501	00141	SHARON K. LEWIS	72.93	10 FEB 94	PAYROLL
003509	00142	LYNN M. STALBAUM	78.51	10 FEB 94	PAYROLL
003516	00143	LEANNE YORK	707.08	10 FEB 94	PAYROLL
003500	00144	PAMELA D. KYLE	85.97	10 FEB 94	PAYROLL
003510	00145	JACK STANDISH	357.82	10 FEB 94	PAYROLL
012622	00146	BANK ONE	4374.31	10 FEB 94	FICA & FED TAXES WITHHELD 10
012623	00147	INDIANA DEFERRED COMPENSATIO	135.00	10 FEB 94	WITHHELD FROM 10 FEB 94 PAYR
012624	00148	CITY OF RENSSELAER	2729.29	10 FEB 94	RENSSELAER-JANUARY UTILITIES
012625	00149	LODS COMMUNICATIONS	863.36	10 FEB 94	LONG DISTANCE CARRIER & DATA
012626	00150	NIPSCO	923.92	10 FEB 94	WHEATFIELD UTILITIES-JANUARY
012627	00151	NORTHWESTERN INDIANA TELEPHO	130.92	10 FEB 94	DEMOTTE-TELEPHONE-JANUARY BI
012628	00152	TOWN OF DEMOTTE, c/o DEMOTTE	20.59	10 FEB 94	DEMOTTE-SEWER SERVICE THRU 1
012631	00153	A.E. BOYCE CO., INC.	41.68	14 FEB 94	RECEIPT BOOKS
012629	00154	AUSTIN BOOK SALES	263.51	14 FEB 94	BOOKS
012630	00155	ACE HARDWARE	87.67	14 FEB 94	ICE MELT & CLEANING SUPPLIES
012632	00156	AVC CORPORATION	470.00	14 FEB 94	SERVICE AGREEMENT-11/93 THRU
012633	00157	BAKER & TAYLOR	1784.03	14 FEB 94	BOOKS
012634	00158	BAKER & TAYLOR	903.17	14 FEB 94	CONTINUATIONS-BOOKS

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

10 Feb 94

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
012635	00159	BECKLEY CARDY INC.	25.25	14 FEB 94	SUMMER READING PROGRAM-DEM.&
012636	00160	BETTY A. HUFF (PAS-TIME BOO	101.53	14 FEB 94	BOOKS
012637	00161	BLACKWELL NORTH AMERICA, INC	307.75	14 FEB 94	SERVICE AGREEMENT-LAST QTR.
012638	00162	CATHY OXLEY	78.00	14 FEB 94	SUBSTITUTE JANITOR-1/5 TO 1/
012639	00163	CAREER TRACK INC.	39.00	14 FEB 94	SELF-ESTEEM-PEAK PERF. WORKS
012640	00164	CARR & DELANEY'S HOME CONSTR	35.00	14 FEB 94	ENTRY DOOR REPAIRS-RENS.
012641	00165	CIRCLE "R" ELECTRIC, INC.	360.00	14 FEB 94	REPLACED BURNED OUT BALLASTS
012642	00166	COAST TO COAST	50.35	14 FEB 94	ICE MELT & HAND FLOOR WAXER
012643	00167	CONGRESSIONAL QUARTERLY INC.	299.00	14 FEB 94	CQ RESEARCHER-RENS. SUBSC.5/
012644	00168	CONSOLIDATED INSURANCE AGENC	50.00	14 FEB 94	NOTARY BOND-BONNIE POWELL
012645	00169	CROWN COMPUTER	3827.90	14 FEB 94	COMPUTER & PRINTER-WHEATFIEL
012646	00170	CUSTOM LAWN CARE	530.00	14 FEB 94	SNOW REMOVAL-RENS. 12/18/93-
012647	00171	DEMOTTE OFFICE SUPPLY	12.45	14 FEB 94	FILE TRAYS
012648	00172	DEYOUNG PLUMB, HTG, & AIR CO	281.25	14 FEB 94	REPAIR WATER MAIN; HEATING S
012649	00173	FACTS ON FILE, INC.	185.91	14 FEB 94	BOOKS
012650	00174	FASE'S	74.25	14 FEB 94	RED-OUT FOR WATER SOFTNER-DE
012651	00175	GAIL JUNG	11.55	14 FEB 94	BOOK LEASE POSTAGE
012652	00176	GAIL JUNG	57.68	14 FEB 94	RENS. PETTY CASH
012653	00179	GAYLORD BROS.	738.92	14 FEB 94	THERMAL PRINTER PAPER,OVERDU
012654	00180	GENEALOGICAL PUBLISHING CO.,	27.95	14 FEB 94	GIFT FUND BOOK
012655	00181	HANSEN'S SNOW REMOVAL	735.00	14 FEB 94	SNOW REMOVAL-DEMOTTE 1/5/94-
012657	00182	HERITAGE OFFICE PRODUCTS, IN	125.97	14 FEB 94	REPLACED COPIER DRUM; MISC.
012658	00183	HIGHSMITH CO. INC.	496.08	14 FEB 94	CONTACT PAPER
012659	00184	HOOK'S DRUGS #162	12.00	14 FEB 94	DECEMBER SUNDAY PAPERS-DEMOT
012660	00185	HP PRODUCTS CORP.	517.32	14 FEB 94	ICE MELT;CLEANING SUP.,VACUU
012661	00186	INCOLSA	50.00	14 FEB 94	MEMBERSHIP DUES 1994
012662	00187	JASPER COUNTY FARM BUREAU CO	13.60	14 FEB 94	WATER PIPE INSULATION-RENS.R
012663	00188	JOURNAL AND COURIER	60.00	14 FEB 94	SUBSCRIPTION THRU 7/27/94-RE
012664	00189	KATHLEEN CAVANAUGH	22.00	14 FEB 94	MILEAGE
012665	00190	KIMBERLY GARWOOD	11.00	14 FEB 94	MILEAGE
012666	00191	LIBRARY STORE, INC.	413.00	14 FEB 94	MAGAZINE FILE BOXES-SYSTEM
012667	00192	LYNN DAUGHERTY	93.97	14 FEB 94	MILEAGE & COPIER TRANSPARENC
012668	00193	MARY K. MARTIN	35.90	14 FEB 94	MILEAGE & POSTAGE
012669	00194	NATIONAL GEOGRAPHIC SOCIETY	40.85	14 FEB 94	BOOKS
012670	00195	NIALSA	101.69	14 FEB 94	ILL POSTAGE; YA COLLECTION W
012671	00196	NIPSCO	1754.21	14 FEB 94	DEMOTTE-JANUARY
012672	00197	OOMS DISPOSAL SERVICE INC.	90.00	14 FEB 94	TRASH SERVICE -1/94 THRU 6/9
012673	00198	PHILIP E. HOWARD	139.50	14 FEB 94	SNOW REMOVAL-WH. & JANITOR S
012674	00199	POSTMASTER	21.50	14 FEB 94	P.O. BOX RENTAL-WHEATFIELD L
012675	00200	POSTMASTER GENERAL	344.20	14 FEB 94	1080-29 CENT STAMPS;200-4 CE
012676	00201	QUILL	165.39	14 FEB 94	COPY PAPER,BINDERS, RIBBONS
012677	00202	RAND MCNALLY & COMPANY	298.74	14 FEB 94	ATLAS-BOOKS
012678	00203	RAYBURN HEATING & COOLING	86.77	14 FEB 94	FIX BURST PIPE; INSTALL VALV
012679	00204	RENSSELAER REPUBLICAN	109.85	14 FEB 94	CLASSIFIED AD-RENS.; NEWSPAP
012680	00205	SECURITY COURIERS, INC.	346.50	14 FEB 94	COURIER SERVICE THRU 1/7/94
012681	00206	SPRINT PUBLISHING & ADVERTIS	25.10	14 FEB 94	PHONE DIRECTORIES
012682	00207	STANLEY STEEMER	82.80	14 FEB 94	MOLD RETARDENT FOR MTG.RM CA
012683	00208	TEETERS CULLIGAN	9.95	14 FEB 94	FEBRUARY COOLER RENTAL-WHEAT

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

10 Feb 94

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
012684	00209	TOM KROOSWYK PLMBG, HTG, A.C	50.00	14 FEB 94	THAWED FROZEN WATER PIPE-DEM
012685	00210	TYSEN'S COUNTRY GROCERY, INC	12.88	14 FEB 94	BLOO CLEANER-DEMOTTE
012686	00211	UNITED SUPPLY CO. INC.	40.62	14 FEB 94	SUMMER READING-
012687	00212	UNITED TELEPHONE COMPANY	613.00	14 FEB 94	JANUARY-RENSSELAER LIBRARY
012688	00213	UPSTART	169.91	14 FEB 94	SUMMER READING:
012689	00214	HP PRODUCTS CORP.	386.04	14 FEB 94	FIBERGLASS LADDERS-RENS. BLD
012690	00215	JACOBSENS	73.40	14 FEB 94	ANTI-STATIC MATS (AUTOMATION

Constr.
Fund

--TOTAL AMOUNT OF CLAIMS-- 40223.61

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 40223.61. Dated 14 FEB 94.

Salary Ordinance 1994: Rev. 2/94

Name	Classification	Present Hrly Wage	Annual Salary	Hrs Worked	Library
Bachman, Carol	Lib. Asst 2	\$6.09	\$12,667.20	40	R
Barlow, Kellie	Page	\$4.25	\$255.00	10	R Res. 2/16/94
Beedle, Marlene	Lib. Asst. 1	\$5.99	\$7,475.52	24	D
Best, Julie	Page	\$4.30	\$2,262.00	10	R
Brown, Glenda	Specialist 1	\$7.41	\$15,412.80	40	R
Bykerk, Jill	Page	\$4.40	\$2,288.00	10	D
Carr, Renee	Lib. Asst 1	\$6.48	\$10,782.72	32	D
Cavanaugh, Kathleen	Specialist 2	\$8.20	\$17,150.00	40	R
Daugherty, Lynn	Director	\$18.08	\$37,606.40	40	R
Eisele, Julie	Clerk	\$4.75	\$3,939.00	15	R
Fagen, Charlotte	Specialist 2	\$8.47	\$17,617.60	40	D
Ferber, Pam	Librarian	\$12.98	\$21,598.72	32	W
Garwood, Kim	Librarian	\$13.10	\$27,238.40	40	R
Hendricks, Jennifer	Page	\$4.30	\$2,253.00	10	D
Howard, Rose	Janitor	\$7.55	\$15,704.00	40	D,W
Jung, Gail	Admin. Asst	\$8.29	\$17,243.20	40	R
Kooy, Diana	Lib. Asst 2	\$7.29	\$3,032.64	8	D
Kopanda, Joan	Lib. Asst 2	\$7.29	\$12,130.56	32	D
Kyle, Pamela	Page	\$4.25	\$2,222.00	10	R
Lewis, Sharon	Clerk	\$4.75	\$2,526.00	10	R
Martin, Mary	Tech Serv Libn	\$14.42	\$29,993.60	40	R
Mitchell, Carol	Lib. Asst. 2	\$6.09	\$11,083.80	35	R
Padgitt, Kathi	Specialist 1	\$7.07	\$14,705.60	40	R
Powell, Bonnie	Lib Asst 1	\$6.97	\$10,873.20	30	R
Reed, Patricia	Lib Asst I	\$5.99	\$10,901.80	35	R
Schulenberg, Sharon	Spec. Serv Libr	\$9.31	\$16,944.20	35	R
Spurgeon, Eileen	Clerk	\$6.00	\$3,120.00	10	R
Stalbaum, Lynn	Page	\$4.30	\$2,250.00	10	W
Standish, Jack	Janitor	\$6.50	\$9,425.00	29	R
Tachtiris, Jill	Specialist 1	\$7.75	\$16,120.00	40	D
Tanis, Tanya	Page	\$4.40	\$2,288.00	10	D
Thone, Betty	Clerk	\$6.00	\$1,560.00	5	D
Webster, Rachael	Clerk	\$4.75	\$3,939.00	15	D
Whited, Amber	Lib. Asst I	\$5.99	\$7,475.52	24	W
Wiers, Diane	Specialist 1	\$7.41	\$15,412.00	40	W
Woods, Peggy	Lib Asst I	\$5.00	\$10,040.00	40	W
York, Leanne	Librarian	\$11.06	\$23,177.00	40	D

Total

\$420,713.48

Robert Souza
Marge Hahn
Barbara Lestao

Miriam Lawzen
Margherita Carey
June Marie Egan

MAR

AGENDA.....March 14, 1994
Monthly Meeting Rensselaer Library
Jasper County Public Library Board of Trustees
7:00 PM

1. Moment of silence
2. Minutes
3. Bills/Financial Reports
 - 3.1 Bills to be allowed/ paychecks
 - 3.2 Financial statements
 - 3.3 Advance draw resolution
4. Director's report
 - 4.1 Building repairs report
 - 4.2 Health insurance update
 - 4.3 Legislative update
 - 4.4 March Staff Development Day plans
 - 4.5 Staff request to attend workshop
 - 4.6 Upcoming meetings
 - 4.6.1 NILBA dinner, March 30
 - 4.6.2 Annual conference
 - 4.6.3 Board Development Workshop
5. Five year plan: Annual review
6. Policy changes
7. Standing committee appointments
8. Wheatfield Business
9. DeMotte Business
10. Rensselaer Business
11. Adjournment

MINUTES.....February 14, 1994
Monthly Meeting Rensselaer Library
Jasper County Public Library Board of Trustees
7:00 PM

Present: Mary Linda Casey, Anne-Marie Egan, Marge Hohner, Miriam Lawyer, Barbara Leestma, Bob Souza.

An executive session was held to discuss job performance. At 8:15 PM, the regular monthly meeting was called to order by Vice President Mary Linda Casey.

1. **Health insurance:** On a motion by A. M. Egan, seconded by M. Lawyer, the Board voted to accept the proposal recommended by the director for Farm Bureau Insurance's Blue Cross/Blue Shield's In Plan , making the insurance available to any eligible Jasper County Public Library employees desiring to be so covered. B. Souza voted against the motion.

Following a motion by M. Lawyer, seconded by A. M. Egan, the Board voted unanimously to increase the employer's contribution to employee health insurance from \$20 per month to \$40 per month through December 1994, and to determine at the November Board meeting the employer contribution rate for 1995, dependent on budget considerations.

2. **Minutes:** Minutes of the January 14 meeting were approved on a motion by M. Hohner, seconded by B. Leestma.

3. **Bills and financial statements** were approved on a motion by M. Lawyer, seconded by B. Leestma. A Salary Ordinance update was unanimously approved on a motion by B. Leestma, seconded by A. M. Egan. Official bonds for treasurer and assistant treasurer were approved on a motion by M. Lawyer, seconded by M. Hohner.

4. **Vacation request:** On a motion by B. Souza, seconded by M. Hohner, the Board unanimously approved Kathleen Cavanaugh's request to take her vacation before completing her first year of employment. This request was granted since Kathleen will be getting married at that time.

5. **Emergency library closings:** The Board approved recent actions of the Director in responding to adverse weather conditions and building heating problems. They asked, however, that the management staff discuss a policy proposal to cover employees unable to work in a building due to building problems.

6. **Board workshops:** The Board expressed their intention to attend either the ILF Conference or the Dan Cain workshop at the Lake County Public Library on April 16. They approved the

Director's signing of a contract with Dan Cain for the LCPL workshop even though JCPL would need to make up the difference in funds if registrations did not bring in the expected amount of money.

7. **Budget:** The Director explained measures which are being taken to reduce expenses to allow JCPL to spend only 87% of its budget and increase next year's operating balance. She noted that the entire library staff is working with this goal in mind. The Board noted that the staff should be commended on their efforts to help lower library expenses. The Board approved the decision not to replace a Rensselaer page who has resigned. The Board also approved the request of advance draws of tax receipts as an income producing practice. By doing this, the Library will earn interest while these monies are held in their bank accounts.

8. **Annual Accounting Practices:** The Board approved the following accounting practices on a motion by B. Souza, seconded by M. Lawyer:

Interest from the Operating Fund, LIRF and BIRF will be credited to the Operating Fund.

Interest from the Construction Fund will be credited to the Construction Fund.

The Board President will also hold the office of Assistant Board Treasurer and the Board Treasurer shall also hold the office of Assistant Board Secretary.

The Director is authorized to invest library funds in Certificates of Deposit when she deems it to be in the best interests of the Library.

The treasurer is authorized to pay bills when necessary between Board meetings. These bills will generally be utility bills and payroll checks.

9. **Standing Committee Appointments:** In the absence of the president, appointments were not made.

There being no other business, the Board adjourned at 9:35 PM on a motion by B. Souza, seconded by M. Hohner.


Margaret Hohner, Secretary


Attest: Wilbur Doty, President
Presiding at Meeting



JASPER COUNTY PUBLIC LIBRARY

|| Rensselaer Public Library, Headquarters
208 West Susan Street
Rensselaer, Indiana 47978-2447
219 • 866-5881

|| DeMotte Public Library
901 Birch Street SW
P.O. Box 16
DeMotte, Indiana 46310-0016
219 • 987-2221

|| Wheatfield Public Library
Grace & South Streets
P.O. Box 247
Wheatfield, Indiana 46392-0247
219 • 956-3774

February 25, 1994

Mr. Marv Trietsch
Circle Design Group, Inc.
127 E. Michigan St., Suite 200
Indianapolis, IN 46204

Dear Marv:

Enclosed is a letter received today from Bill Van Dokkenburg, Jr. of Bouma-Betten of Indiana, Inc. We are very pleased that someone is stepping forward to help solve our building problems. We thank Bouma-Betten for their cooperation in a difficult situation.

On Tuesday, Kim Rothenberger (Ratio Architects) indicated his concurrence with concerns expressed by several of you concerning the height of pipes over the ceiling grid. In his words, "There is no question that the pipes should be lowered for effective insulation. It seems obvious that lowering the pipes is the next part of the task to be addressed.

In order to avoid litigation, it will now be necessary for the rest of you to come to some agreement on this matter. It has been a month now since our meeting. In the event that a plan is not in place by March 10 for lowering the pipes at no cost to the owner, we will assume that you as a group are unable to reach an agreement. We will have no recourse except to immediately turn this matter over to our legal counsel for litigation.

Sincerely,

Lynn Daugherty
Director

cc: Dan Nystrand, Ira C. Mast & Son, Inc.
Tom Heckman, Circle R Mechanical
Tom Purdy, Circle R Mechanical
Jack Kellogg
Kim Rothenberger, Ratio Architects

1994 Operating Budget

In an attempt to spend only 87% of our budget, our goal is to spend no more than \$65,410 per month. Figures below show what is actually spent each month and how close we are to meeting that goal. (Figures in the last column on lines for upcoming months should be ignored.)

	Disbursements	Over-Under Budget	
January	\$54,039.39	\$11,370.61	
February	\$60,971.21	\$15,809.40	
March		\$81,219.40	
April		\$146,629.40	
May		\$212,039.40	
June		\$277,449.40	
July		\$342,859.40	
August		\$408,269.40	
September		\$473,679.40	
October		\$539,089.40	
November		\$604,499.40	
December		\$669,909.40	

PROJECTED CONTINGENCY FUND EXPENDITURES
February 1994

NOTE: This list shows those expected expenditures not shown in the Construction Fund Financial Report. If already paid and reported, not listed here.

Date	Description	Library Amount
	Burglar alarm/Milroy case	R \$679.00
	Doorbell	R \$65.00
July 1993	Outside lighting	D \$3,000.00

Unspent Contingency Budget	\$52,957.50
Expected expenditures	\$3,744.00
Balance	\$49,213.50

CIRCULATION STATISTICS

	DEMOTTE					RENSSELAER					WHEATFIELD					SYSTEM	
	Added		Withdrew		CIRC- ULA- TION	Added		Withdrew		CIRC- ULA- TION	Added		Withdrew		CIRC- ULA- TION	TOTAL: CIRCULA- TION	
	V O L U M E	T I T L E S	V O L U M E	T I T L E S		V O L U M E	T I T L E S	V O L U M E	T I T L E S		V O L U M E	T I T L E S	V O L U M E	T I T L E S			
February 1994			S			S		S			S		S				
XX																	
ADULT BOOKS																	
Fiction	43	43			1589	59	57			2144	40	40			663	4396	
Nonfiction	22	11			1780	64	52	9	3	1972	33	22	1	1	603	4355	
CHILDREN'S BKS																	
Fiction	64	64			2501	53	53	2	2	3635	35	35			1101	7237	
Nonfiction	14	14			791	9	6			934	8	8			323	2048	
MAGAZINES,ADT					1031					363					404	1798	
MAGAZINES, CH					50					29					17	96	
GRAPHIC MAT'L																	
										18					1	19	
MOVIE FORMS																	
																0	
SOUND RE/ADULT					281			10	8	395					342	1018	
SOUND REC., CH					61					90					32	183	
CD ROM SWFTWR																0	
SOFTWARE																0	
VERTICAL FILE					205	40	40	5	5	276					0	481	
VHS					616			1	1	817					685	2118	
EQUIPMENT					1					3					0	4	
TOTAL	143	132	0	0	8906	225	208	27	19	10676	116	105	1	1	4171	23753	
XX																	
PERCENT INCREASE/DECREASE					6.0%					9.5%					13.4%		
END OF MONTH:					DEMOTTE					RENSSELAER					WHEATFIELD		
Total Materials Owned					28048					41788					21616		
Total Titles Owned					26207					38150					19652		
Daily Avg Circulation					387					464					190		
XX																	
MONTHLY SYSTEM STATISTICS					1993					1994					% change		
Circulation					21834					23753					9%		
Jan. to date circulation					46368					47231					2%		

[illegible]

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

February 1994

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
REGISTRATIONS				
Borrowers--Beginning of month:	3916	4253	1587	9756
Added this month	135	117	74	326
Withdrew this month	10	11	9	30
Total registered	4041	4359	1652	10052
Non-resident, paying	42	37	0	79
PLAC card users	3	5	0	8
Reciprocal borrowers	104	53	4	161
REFERENCE QUESTIONS				
Telephone: Directional	200	310	124	634
Telephone: Reference	225	284	79	588
In-person: Directional	243	325	148	716
In-person: Reference	645	320	121	1086
Total	1313	1239	472	3024
INTRALIBRARY LOANS FILLED	292	151	81	524
LOCAL HISTORY				
In person	2	35	0	37
Letters		3	0	3
IN-HOUSE USE - HARDWARE/SOFTWARE				
Computer agreements	22	71	50	143
Software used	22	95	59	176
VCR Use		2	0	2
Microforms		61	0	61
Other	6	13	0	19
XX				
INTERLIBRARY LOANS				
Requests made for:	54	95	17	166
Items rec'd for:	52	84	13	149
Items outstanding:	2	11	4	17
Items from Indiana libraries	43	68	12	123
Items requested by other libraries		1		1
Items supplied to other libraries		1		1
Info requests answr'd for other libraries				0
Info sent to other libraries				0

JASPER COUNTY PUBLIC LIBRARY PROGRAMS
February 1994

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Children's Programs (0-13)	11	6	2	19
Number attending	268	108	23	399
YA Programs (14-17)				0
Number attending		8		8
Adult Programs	3	4	1	8
Number attending	37	47	12	96
Senior Citizen Programs	1	3		4
Number attending	15	33		48
TOTAL NO. OF PROGRAMS	15	13	3	31
TOTAL PERSONS ATTENDING	320	196	35	551

CIRCULATION BY PATRON CODE

February 1994

	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
PATRONS	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total
Adult Male (0)	1097	13.1%	1040	10.5%	529	12.9%	2666	11.9%
Adult Female (1)	4524	54.0%	4860	49.1%	2119	51.7%	11503	51.4%
Juvenile 0-11 (2)	1272	15.2%	2157	21.8%	720	17.6%	4149	18.5%
YA 12-17 (3)	670	8.0%	659	6.7%	463	11.3%	1792	8.0%
Nonresident No Fee (4)	108	1.3%	158	1.6%	12	0.3%	278	1.2%
Board/Staff (5)	330	3.9%	476	4.8%	234	5.7%	1040	4.6%
School (6)	1	0.0%	147	1.5%	0	0.0%	148	0.7%
St. Joseph College (7)	0	0.0%	46	0.5%	0	0.0%	46	0.2%
State Library Card (8)	0	0.0%	1	0.0%	15	0.4%	16	0.1%
Nonresident Fee (9)	135	1.6%	136	1.4%	5	0.1%	276	1.2%
Corporate (10)	0	0.0%	82	0.8%	0	0.0%	82	0.4%
Reciprocal (11)	238	2.8%	136	1.4%	2	0.0%	376	1.7%
Total	8375		9898		4099		22372	
Total items borrowed by nonresidents	482	5.8%	624	6.3%	34	0.8%	1140	5.1%

**Jasper County Public Library
Circulation
February 1994**

Five Least Circulated Categories of Materials

DeMotte	Rensselaer	Wheatfield
Games/Toys (0)	Filmstrips(0)	Equipment (0)
Filmstrips (0)	jCD's (0)	Talking books (0)
Puzzles (0)	Genealogy (1)	Filmstrips (0)
Talking Books (0)	Equipment (3)	Genealogy (0)
Equipment (0)	Puzzles (4)	j400 (0)

Five Most Circulated Categories of Materials

jE (1448)	jE (2609)	jE (722)
Magazines (1031)	FIC (1416)	VHS (685)
FIC (997)	VHS (817)	FIC (436)
VHS(616)	600's (468)	Magazines (404)
jER (538)	jFIC (421)	CD's (249)

EFFECTIVE SERVICE THROUGH PLANNING 1989 - 1994

Jasper County Public Library Five Year Plan

The Jasper County Public Library System was formed in 1978 with the merger of the Rensselaer, DeMotte, and Wheatfield Libraries. The system is a county institution that attempts to meet the informational, cultural, recreational, and educational needs of all the district's residents, regardless of age or formal schooling. The library district consists of Jasper County with the exception of Remington and Carpenter Township.

The goal of this organization is to provide effective library service to the community, and this plan will serve as a blueprint for raising the level of service. The following objectives reflect the library board's and the library director's plan to meet the mission and goal of the Jasper County Public Library:

1. Establish and maintain quality and efficiency of operations.
2. Provide effective and relevant services to the users.
3. Maintain adequate physical facilities.
4. Maintain continuous and rational collection development.
5. Maintain quality staff and engage in staff development.
6. Maintain an effective level of administration of the library system.

In 1988 a Five Year Planning Committee was formed to revise the Library's Five Year Plan. This committee consisted of the library director, two library board members, three library staff members, and seven community members representing each of the three libraries in the system. The committee conducted two surveys to help them gather information to help plan of the communities needs and desires. The following goals and objectives are the result of that committee's work:

1. Establish programs to increase the use of the library by the following groups: men, the homebound, new residents, and teens.

1.1 Increase the number of male library users over the age of 14 by 5% annually.

- 1.12 Rensselaer Circulation Staff will survey the registration files to determine the number of male patrons currently registered to determine the amount necessary to elicit a 5% annual increase by June 1989.

We decided to wait until we were automated to attempt this task. After April 1, we will have a 1 year baseline of male patrons registered and make our

future goals based on that baseline number (or we may choose to use the monthly average of books circulated to males as our baseline figure).

- 1.13 Branch Librarians will develop a program to register male community members by January 1990.**

Not done.

- 1.14 Each Branch Librarian will speak to at least three groups annually emphasizing those library items and services of interest to men.**

DeMotte gave one talk to Rotary Club in 1993 concerning library materials of interest. This group is predominantly men, but not entirely. Rensselaer staff spoke 3 times to Rotary: one book review, one tour of Technical Services and one talk on how the library could change to meet patron needs in the future.

- 1.15 Each issue of Opus will include a business persons column highlighting items and services of interest to the business community.**

The quarterly OPUS was discontinued at the beginning of the building project and replaced by a 1 page monthly Library Express. Because the public seems to appreciate this monthly format, which includes a calendar of events on the back, we have decided to continue with it. A one page format has room to describe upcoming programs and one or two other articles about the library. Because of the number of services and changes we need to highlight, we have not included an article specifically for business persons since 1990.

- 1.16 Each Branch Librarian will plan and execute two programs per year of interest to the business community beginning in 1990. These could be done in conjunction with local groups such as Chamber of Commerce, Rotary, Lions, etc. (see item 5)**

In 1991 DeMotte and Rensselaer each offered 2 programs to businesses. Pam also worked with the DeMotte Chamber of Commerce to develop their annual 39 page brochure. Not practical for Wheatfield as demonstrated by no attendance at one program and attendance by 2 out-of-county women at another program in 1992. Several non-business programs in 1993 were attended by a large % of men at Rensselaer: genealogy (2 programs), Reminiscences of Downtown Rensselaer (-2 programs), Wills & trusts. It was noted that Rensselaer was providing programs on problems of small business through other organizations. The Library should not try to duplicate.

- 1.2 Increase all three shut-in services by one person per month.**

- 1.21 Public Services Assistant, DeMotte & Wheatfield Branch Librarians will develop a publicity plan for service by December 1989.**

Publicity plan not developed. We did advertise this service on our monthly radio show each year (until show cancelled in late 1993). Articles in Library Express 1990 & 1992. News releases 2/94, 2/92

- 1.22 Public Services Assistant, DeMotte & Wheatfield Branch**
 Librarians will contact Jasper County groups that work with area senior citizens concerning the availability of the shut-in service by June 1989.

This was done before the building project. Since then Wheatfield staff (or board?) visited Meals-on-Wheels site and served one or two persons for a short time. Pam is visiting them again this month. Other groups have not been contacted recently.

- 1.3 Director will develop a brochure to be given to local newcomers groups, realtors, Chambers of Commerce, and other agencies who have contact with new residents explaining library services and listing addresses and phone numbers of all libraries by February 1989.**

Dedication Brochure in use for public relations purposes. User's Guide developed and updated as needed. This has not been distributed to realtors, Chambers of Commerce, etc., however.

- 1.4 Branch Librarians will survey local middle and high schools to determine library use by teenagers and set goals for increased use of the library by this group by June 1989.**

This has not been done. By April 1, we will have a one year baseline guide to show library use by teenagers. From this, we can set goals for increased use.

- 1.41 Branch Librarians will develop a program to encourage the use of the library by teenagers by December 1989.**

New buildings include special rooms for teens. A foil fencing program (R), baseball card swaps (D & W), summer young adult volunteer program (D) have all attracted middle and/or high school students. A number of talks on various subjects are given each year by DeMotte and Rensselaer staff to middle school and high school classes. Senior Bookleggers Program involved h.s. students, Care Center residents and Rensselaer librarian working together to provide story hours at the Care Center and a special event for all at the library. Young Adult Auction at DeMotte and Wheatfield - Summer 1993. Winter Reading Program - Rensselaer - Jan-Feb 1994. Upcoming programs: Skin care & physical fitness (D). Program on Entering College, offered in the past at DeMotte, will be offered again in August. Choosing a Career - D. Young Adult Auction(D) Beginning finance programs geared to young adults & adults (R). Series of Thursday programs in the summer (R). Sports card swaps (D & W)

- 1.5 Branch Librarians will set budget and selection goals to increase the materials of interest to these above special interest groups by the end of 1989.

Budgets set each year for ya materials. No specific budgets set for business or shut-ins (large print books?). Significant purchases have been made at all libraries in stocks/bonds field. Plans are being made to revolve large print collections between libraries.

2. Increase patron use hours by opening the libraries more evening and/or morning hours where appropriate.

- 2.1 Director and Branch Librarians will make recommendations to the Library Board concerning increased hours based on 1988 survey results and staffing needs by March 1989.

- 2.2 Library Board will make final determination concerning the increase in hours by December 1989.

DeMotte and Rensselaer open one hour earlier each morning.
Wheatfield is open 2 1/2 hrs longer (Tuesday mornings).

3. Establish an effective volunteer program and work closely with the Friends of the Library groups to increase effectiveness.

- 3.1 Director, Branch Librarians, and Library Board will determine if it is feasible to hire a part time volunteer coordinator by June 1990.

We have not considered this.

- 3.2 Director will investigate the possibility of sharing the cost of a volunteer coordinator with other local agencies such as Crisis Center, Council on Aging, etc. by June 1990.

Not done

- 3.3 Director will contact the college concerning internships for college students both from St. Joseph and other colleges to gain work experience.

Not done.

- 3.4 The Library Board will establish policies and procedures concerning a volunteer program with the advice of the Director and Branch Librarians by the end of 1990.

No formally established volunteer program. Most adult volunteers come through the Friends of the Library programs at D & R. None at Wheatfield. DeMotte has an active youth volunteer program with set rules and training sessions. Rensselaer Youth Services Specialist is working on an informal basis with children and ya volunteers.

3.5 Branch Librarian will establish a program for the revitalization of the Friends of the Rensselaer Library including handouts, finding leaders, and programming by March 1989.

Done. This group has given immeasurable amount of help during the move and has sponsored a number of events at the library. However, leadership problems have caused membership involvement to decline. Goals and plans for 1994 have been rethought and set to improve effectiveness.

4. Provide additional space for:

4.1 The expansion and maintenance of collections.

4.11 Director will increase newspaper budgets for each library, and Branch Librarians will increase the number of daily newspapers by one annually for each library.

DeMotte has added 3 papers (total of 7); Wheatfield has added 2 (total of 6); Rensselaer has added 1 this year (total of 7).

4.12 Branch Librarians will refocus the emphasis of the audio and video collections and determine an annual breakdown of purchasing considering CD's and audiocassettes, and videos titles including foreign, classic, education and how-to videos in addition to recent releases by March 1990.

Libraries have ceased ordering records and now order CD's, spoken audiocassettes, videos. The video collection is 39% foreign, classic, education & how-to, 24% children's videos, and 37% general entertainment. This budget category also includes expenditures for computer software and CD ROM.

4.13 Branch Librarians will plan for space needs to increase the genealogy and local history collections by June 1991.

Both DeMotte and Rensselaer have spacious areas for these collections.

4.14 Rensselaer Headquarters Librarian will investigate expanding the microfilm newspaper collection as to cost and storage by May 1993.

Storage space is very adequate at DeMotte and Rensselaer. Rensselaer has a standing order for the Rensselaer Republican and has all available past issues of Jasper County newspapers. DeMotte has all available issues of the K-V Post and is presently using gift funds to have recent years microfilmed. This will then be done on a standing order basis.

4.15 Director will study the possibility of developing other microfiche/film collections and the equipment, readers and printers, necessary to access the collections by May 1992.

We have added other Jasper County population census to our microfilm collection. We have purchased new reader/printers for both DeMotte and Rensselaer. We will concentrate more, in the future, on CD ROM software for information storage. We now offer INFOTRAC Magazine Index on CD ROM in all

three libraries and have ordered electronic encyclopedias and the appropriate hardware to access them.

4.16 Each May prior to budget preparation, Branch Librarians will analyze magazine collections to plan for expansion coinciding with indexing tools.

Done annually. We have had a 58% increase in the number of titles owned since the beginning of this 5 year period. We own 437 subscriptions (250 different titles).

4.17 Library Board annually will budget adequate funds necessary for the expansion of collections.

Done annually. Funds spent on collection development have increased 112% since the beginning of this 5 year period. This year, we plan to spend less than last year, but we will still be spending 80% more than 5 years ago.

4.2 Library Board will plan and provide appropriate work areas for staff members by December 1994.

Fully accomplished November 1992.

4.3 Library Board will plan for and provide comfortable and quiet patron use study areas at the Rensselaer and DeMotte Libraries by December 1994.

Fully accomplished November 1992.

4.4 Director and appropriate Branch Librarians will investigate and provide for increased parking areas for automobiles and bicycles where appropriate by October 1990.

Accomplished for DeMotte and Rensselaer November 1992. Bike rack for Wheatfield removed due to lack of use.

4.5 The Library Board will insure access to all buildings for those who have mobility problems by December 1994.

Accomplished fully November 1992.

4.6 When planning for expansion or replacement of buildings, the Library Board will consider the following items:

- Adequate storage areas
- Computer rooms
- Study rooms
- Number and size of public meeting rooms
- Directional signage
- Adequate children's areas
- Separate magazine areas

Accomplished November 1992.

5. The library will provide programming for special interest groups.

- 5.1 The Director will establish a programming committee to plan and assess at least three annual programs per library to include but not be limited to the following by January 1990:

- Rainy day program
- Business programs
- Teens
- Genealogy and local history
- Programs for senior citizens
- Programs for shut-ins
- Programs for getting people excited and talking about books
- Authors
- Computer Use Classes
- Homework program for students (in-house and/or on the telephone)
- Local artist programs and displays
- Cooperative programs with local cultural and religious organizations
- Veterinary program
- Literacy program coordinated with existing programs
- Travel programs
- Speaker programs with state and local government officials
- Do-it-yourself programs
- Young adult authors program
- Poetry workshop
- Special Interest Clubs
- Book club

All three libraries offered far more than 3 programs each year. In 1993, 78 programs were held for adults and senior citizens.

6. Bring the library into the information age.

- 6.1 Provide public access computers and appropriate software at all libraries.

Public access computers and software available at all libraries. CD ROM computers will be available at all libraries also by the middle of 1994.

- 6.11 Library Board will appropriate necessary funds for the purchase of equipment by June 1990.

- 6.12 Branch Librarians will determine space and equipment, and select software for public access computers by May 1990.

- 6.13 Director will order necessary equipment and software by June 1991.

- 6.2 Director will select and purchase appropriate modems to link library use computers via telephone lines by September 1990.

Libraries were equipped with an integrated automation system by April 1993.

- 6.3 Director will contact St. Joseph College concerning access to St. Joseph College Library's computer at the Rensselaer Library by January 1989.

We found that it was financially impractical to become a part of St. Joseph College's automated system. Later we applied for a grant to give us access to each other's catalogs. This grant application was denied.

- 6.4 Branch Librarians will assess the need for updating, replacing, or adding audio-visual equipment such as compact disc players, slide projectors, and video cassette players each May to coincide with budget preparation.

Annual task. We will not add CD players until theft-resistant equipment is available.

- 6.5 Director will investigate the purchase of FAX machines to enhance the distribution of information among the libraries by May 1993.

Done 1989.

- 6.6 When necessary, Director and Branch Librarians will obtain information and bids on replacing current copiers with those that copy in color.

We did not find this financially feasible.

- 6.7 Director will complete a feasibility study of automating circulation and cataloging functions by June 1992.

Done. Collections were weeded and inventoried. System chosen. Retrospective conversion and barcoding completed. Automation is complete.

7. Encourage closer communication with school systems.

- 7.1 Children's Librarian and Children's Library Specialists will develop teacher workshops on reading and books for elementary age children by March 1992.

We have not developed our own programs. Staff have participated in parent workshops on these subjects developed by the RCSC reading specialist.

- 7.2 Branch Librarians and Children's Librarian will develop teacher workshops on reading and books for middle and high school students by March 1992.

Not done.

- 7.3 Director will discuss holding more frequent meetings with the Media Minds group at the fall 1989 meeting.

Media Minds has met approximately 3 times yearly.

- 7.4 Children's Librarian will develop an exciting program to teach library skills to children in conjunction with the Media Minds.

Not done.

- 7.5 Director and Branch Librarians will establish and maintain better communication with principals and teachers via the Teacher Reacher and thank you letters concerning cooperative efforts.

Teacher-Reacher has been published in August and January. However, we have decided that the January issue is unnecessary and plan just one issue from now on. Thank you letters have been written only on a few occasions.

- 7.6 Director and Branch Librarians will develop staff education programs including School Media Specialists and staff members by September 1993.

We have not invited media specialists to our staff education meetings. We have presented one 1/2 day workshop on reference work to our staff and will present one on censorship in March 1994. These have been for our staff only.

- 7.7 Director will establish and maintain better communication with school boards via newsletters, letters and meetings by September 1989.

Not done.

- 7.8 Rensselaer Headquarters Librarian will solicit copies of the winners of the RCS Young Authors Conference and KV Young Authors Conference to be cataloged and placed in the Rensselaer collection beginning in 1989.

Not done.

8. Maintain an effective and efficient staff.

- 8.1 Maintain and achieve competitive salaries and benefits for staff.

- 8.11 Library Board will investigate increasing the amount that can be paid toward health insurance and other health insurance companies.

Done. The Board has approved paying an increased monthly amount toward employees' health insurance and has changed companies.

- 8.12 Library Board will review and/or revise staff salary schedules annually and compare with state and national statistics.

Done annually until 1993. At this time, Board approved a set salary scale which will eliminate the need for annual determinations unless it is determined that salaries are again out of line with reality or unless minimum wage requirements are raised or budgetary problems cause reductions.

- 8.2 Director annually will investigate the possibility of the following staff additions as to cost and need:

Full time reference staff
Increased hours for maintenance staff
Technical services staff
Full or part time public relations position

Done annually.

9. Improve the awareness of the library services among the county residents.

- 9.1 Develop brochures that can be distributed to appropriate locations concerning library services including but not limited to talking books, walking books, renewal procedures, videos, interlibrary loan, etc.

Done. See 1.3.

- 9.2 Director, Branch Librarians, and Children's Librarian will deliver at least 5 book talks each per calendar year.

Children's Specialists do this. Director and Systems Administrator do not give 5 *booktalks* per year but give more than 5 booktalks, storytimes and other library-related programs per year. Agency Librarians give booktalks as often as asked - usually at high schools or with adult groups but, thus far, not as often as 5 times a year.

- 9.3 Director, Branch Librarians, and Children's Librarians will each prepare one book review column per month for the local newspapers beginning January 1989.

We tried. Renee Carr at DeMotte does generic book reviews of adult and children's materials weekly. Pam is doing columns on Wheatfield books. They are printed in the KV Post. Kim Garwood submitted one column to the Rensselaer Republican but could not convince them to print that type of article. We will try again now that the newspaper has a new publisher.

- 9.4 Director will develop a semi-monthly radio program by June 1989.

Done through 1992. We had a monthly 15 minute spot on WLQI until management changed the programming. We now come only when invited.

- 9.5 Director will establish and maintain better communication with local government officials via newsletters, letters and meetings by January 1990.

Not done.

- 9.6 Director and Branch Librarians will contact extension services and 4-H groups to determine how the library can assist these groups by June 1990.

Not done.

Personnel Policy Changes

(Comparison of old and new language)

P. 110

Old: Tech. Services Librarian	24,000-31,000
New: Sys. Admin./Tech Serv. Libn	24,000-31,000

P. 112

Old: Library Specialist II: Same requirements and duties as Library Specialist I except that also has management responsibilities for a building.

New: Library Specialist II: Same requirements and duties as Library Specialist I except that also has management responsibilities for a building *or a major department (adult or youth services).*

P. 115

Old: Refers to Sections 2 through 6 instead of 2 through 7. PERF was never written into the formal policy although it was established in January 1990.

New: Note: Sections 2 through 7 of the Personnel Policy apply only to persons working 32 or more hours per week, except that persons working between 21 and 32 hours per week as of June 7, 1993, will continue to accrue and receive benefits as described in sections 2 through 7 of this policy.

p. 117

5. Funeral leave

Old: 5.1 Time off with pay to arrange for or attend a funeral may be granted by the Director for the employee's spouse, child, sibling, grandparent, parent or spouse of any of the above for not more than three (3) working days.

New: 5.1 *Time off with pay for not more than three (3) working days may be granted by the Director so that the employee may arrange for or attend a funeral of the employee's spouse, child, sibling, grandparent, parent or spouse of any of the above.*

6. Excused absences

Old: 6.1 An excused absence with pay may be granted by the Director or his/her designee to any employee working an average of 32 hours or more per week. Excused absences are granted to permit safe travel under adverse weather conditions or in the event of library closings due to temporary unsafe or unhealthy working conditions.

Such absences will not be charged to accrued compensatory time, vacation leave, or sick leave. Any employee who is on sick or vacation leave when library is closed for such stated emergencies will be charged with his/her sick or vacation leave as if the library were open for business. If the library closes for such emergencies on an employee's regularly scheduled day off, the employee will not receive another day off. Employees working fewer than 32 hours per week have the option to make up any lost time.

New: 6.1 An excused absence with pay may be granted by the Director or his/her designee to any employee working an average of 32 hours or more per week. *Excused absences are granted when weather conditions necessitate closing the library or releasing staff to permit safe travel.*

Such absences will not be charged to accrued compensatory time, vacation leave, or sick leave. Any employee who is on sick or vacation leave when library is closed for such stated emergencies will be charged with his/her sick or vacation leave as if the library were open for business. If the library closes for such emergencies on an employee's regularly scheduled day off, the employee will not receive another day off. Employees working fewer than 32 hours per week have the option to make up any lost time.

In the event of library closings due to temporary unsafe or unhealthy working conditions, employees may be asked to report to another branch. If the distance traveled is greater than the distance from the employee's home to his/her usual workplace, the employee will be reimbursed for the additional miles traveled. Carpooling to the new location is expected when practical.

P. 118

7. Public Employee's Retirement Fund (PERF)

Old: Never written into policy.

New: 7.1 Employees who work an average of 32 or more hours per week are required to enroll in PERF if they hold positions classified as:

*Director
Assistant Director
Agency Librarian
Children's Librarian
Technical Services Librarian
Administrative Assistant
Library Specialist
Library Assistant*

7.2 The employee's contribution to PERF is 3% of gross earnings. In addition, the Library also contributes an amount to the fund in the employee's name.

8. Health insurance

Old: Never put into policy

New: 8.1 Employees working 35 hours or more per week are eligible to apply for an individual health insurance policy through Farm Bureau's Blue Cross/Blue Shield In-Plan. A choice of options is available through this plan for the employee.

8.2 If accepted by the insurance company, the employee may authorize the library to make payroll deductions from his/her salary for the employee's portion of the premiums.

8.3 The employer's portion of the premium is presently set at \$40.00 per month.

8.4 By December of each year, the Board will determine the monthly employer contribution for the following year.

P. 120

15. Appropriate dress

Old: Not included in written policy.

New: In order to project a professional image of the library, staff may not wear jeans, cut-offs or shorts of any kind while on duty. Split skirts are acceptable if they are of reasonable length and look like skirts. Slacks are acceptable as are tights as long as tops worn with them are of reasonable length. Jeans and other clothing normally judged unacceptable for work will be allowed in special instances with permission from the Director.

Art Exhibit and Display Case Use Policy Change

Comparison of Old and New Wording

Old wording: Collection displays or art exhibits may be shown at the library for 30 day periods of time. The Library reserves the right to change, reschedule or cancel exhibits when necessary.

New wording: Collection displays or art exhibits may be shown at the library for 60 day periods of time. The Library reserves the right to change, reschedule or cancel exhibits when necessary.

1 To think about.

□ LIBRARY JOURNAL □

NEWS

BY EVAN ST. LIFER & MICHAEL ROGERS

Video Loan Policy Gets Thumbs Down

Public, ACLU, and film community angered by new restrictions to minors; City Council to review

The alteration of the video lending policy of the Springfield Public Library, OR, has raised the ire of its patrons, the American Civil Liberties Union (ACLU), and even Hollywood. Following the complaint of two parents angered that their children had borrowed R-rated videos from the library, the City Council adopted the policy of privately owned video establishments by limiting the loan of its 60 R-rated programs—from a total collection of 1500—to those age 16 and older. Residents immediately cried foul, contending that changing policy because a minority of the public are against it leaves the whole freedom of access tenet open for sniping.

Who's responsible?

Though under fire for their decision, council members have defended it, saying they have taken the responsibility of governing children's viewing habits off the shoulders of government and given it back to parents. If parents want to permit their children to borrow R-rated library videos, they need only sign a permission slip. The council also asserts that film ratings are designed as a

guideline for who should and who should not view individual productions. In a letter to Springfield's mayor and the City Council, however, the Motion Picture Association of America urged them to rescind the policy: "this policy has serious constitutional problems and could potentially cost the taxpayers hundreds of thousands of dollars in legal fees if this amendment is successfully challenged on constitutional grounds." The Oregon ACLU also suggested the rating system is unconstitutional and

viewing-policy decisions based on it are legally unsound.

On second thought

The City Council has heeded the warnings and called for a legal review of the decision by City Attorney Tim Harold. Library Director Bob Russell told *LJ* the review is still pending. He revealed, however, that when the initial complaints were made, during his first week on the job, he was asked to review the policy. He took his recommendation of maintaining the nonrestrictive policy to the board, who agreed with his decision. As far as the staff goes, Russell said, the new policy was "not the policy they'd prefer to see, but they've accepted it." He added that, surprisingly, despite initial protest against the new policy, there has been very little comment from the public since its implementation. □

FINANCIAL REPORT BY FUND
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 28 Feb 94

FUND #	DESCRIPTION	BEGINNING BALANCE	RECEIPTS THIS MONTH	RECEIPTS YEAR-TO-DATE	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	BALANCE
100	OPERATING FUND	148491.15	2845.57	5771.17	60971.21	115010.60	90365.51
101	PUBLIC LIBRARY ACCESS CARD	16.00	16.00	32.00	.00	33.54	32.00
	GIFT FUNDS						
110.01	DEMOTTE GIFT FUND	2705.70	10.00	10.00	.00	.00	2715.70
110.02	RENSSELAER GIFT FUND	1540.25	25.00	35.00	30.43	64.88	1534.82
110.03	WHEATFIELD GIFT FUND	732.91	.00	65.00	.00	.00	732.91
	BOND AND INTEREST						
120.02	WHEATFIELD BOND AND INTEREST	.00	.00	.00	.00	.00	.00
120.03	RENS & DEM BOND AND INTEREST	130001.32	.00	.00	.00	.00	130001.32
130	LIRF FUND	17645.73	.00	.00	.00	.00	17645.73
	INVESTMENTS						
140.01	OPERATING FUND INVESTMENTS	.00	.00	.00	.00	.00	.00
140.02	LIRF INVESTMENTS	.00	.00	.00	.00	.00	.00
140.03	DEMOTTE BOND AND INTEREST	.00	.00	.00	.00	.00	.00
140.04	WHEATFIELD BOND AND INTEREST	.00	.00	.00	.00	.00	.00
	PETTY CASH						
150.01	DEMOTTE PETTY CASH	30.00	.00	.00	.00	.00	30.00
150.02	RENSSELAER PETTY CASH	60.00	.00	.00	.00	.00	60.00
150.03	WHEATFIELD PETTY CASH	30.00	.00	.00	.00	.00	30.00
160	RECIPROCAL BORROWING FUND	.00	.00	.00	.00	.00	.00
170	LEVY EXCESS FUND	.00	.00	.00	.00	.00	.00
180	CONSTRUCTION FUND	68424.65	.00	1156.60	459.44	6250.64	67965.21
190	CASH CHANGE FUND	80.00	.00	.00	.00	.00	80.00
	WITHHOLDING ACCOUNTS						
200.01	FIT TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.02	FICA TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.03	GIT TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.04	CO TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.05	IND.DEFERRED COMPENSATION	.00	.00	.00	.00	.00	.00
200.06	BONDS PURCHASED	.00	.00	.00	.00	.00	.00
200.07	HEALTH INSURANCE	519.23	.00	.00	-164.30	-328.60	683.53
200.08	P.E.R.F.	872.05	.00	.00	-907.28	718.51	1779.33
200.09	GARNISHMENTS	.00	.00	.00	.00	.00	.00
-TOTAL ALL FUNDS-		371148.99	2896.57	7069.77	60389.50	121749.57	313656.06

{-----BANK BALANCES-----}
DATE {28 Feb 94}

A1 {BANK ONE CHECKING	}	B1 {	54787.22}
A2 {CONSTRUCTION FUND SAVINGS ACCT}	}	B2 {	67965.21}
A3 {CERTIFICATE OF DEPOSIT #2	}	B3 {	.00}
A4 {FIRST OF AMERICA	}	B4 {	62293.09}
A5 {DEMOTTE STATE BANK	}	B5 {	73379.55}
A6 {INDIANA FEDERAL	}	B6 {	25399.43}
A7 {NBD BANK	}	B7 {	23404.82}
A8 {FIRST FEDERAL SAVINGS BANK	}	B8 {	6426.74}
A9 {	}	B9 {	.00}
-----		-----	
TOTAL		B10{	313656.06}

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

28 Feb 94

OPERATING FUND FUND #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	% SPENT
1.11	SALARY OF LIBRARIAN	37606.00	.00	37606.00	3133.86	6229.29	31376.71	17%
1.12	SALARY OF ASSISTANTS	374642.00	.00	374642.00	30354.68	58780.17	315861.83	16%
1.13	WAGES OF JANITORS	17056.00	.00	17056.00	1328.80	2601.03	14454.97	15%
1.21	EMPLOYER'S SHARE-FICA	32893.00	.00	32893.00	2663.58	5172.26	27720.74	16%
1.22	UNEMPLOYMENT COMPENSATION	1224.00	.00	1224.00	.00	5.76	1218.24	.5%
1.23	EMPLOYER'S CONTRIBUTION - PERF	22277.00	.00	22277.00	.00	5203.64	17073.36	24%
1.24	EMPLOYER'S CONTRIBUTION - INS.	12000.00	.00	12000.00	.00	.00	12000.00	0%
1.31	OTHER PERSONAL SERVICES	1500.00	.00	1500.00	97.50	143.00	1357.00	10%
2.11	OFFICIAL RECORDS	800.00	.00	800.00	41.68	41.68	758.32	5%
2.12	STATIONERY AND PRINTING	500.00	.00	500.00	.00	.00	500.00	0%
2.13	OTHER OFFICE SUPPLIES	4500.00	.00	4500.00	208.63	860.83	3639.17	19%
2.21	CLEANING & SANITATION SUPPLIES	5500.00	.00	5500.00	443.79	688.39	4811.61	13%
2.22	FUEL, OIL & LUBRICANTS	20.00	.00	20.00	.00	.00	20.00	0%
2.23	OTHER OPERATING SUPPLIES	1000.00	.00	1000.00	220.04	321.58	678.42	32%
2.31	BUILDING MATERIALS & SUPPLIES	600.00	.00	600.00	87.85	87.85	512.15	15%
2.32	PAINT AND PAINTING SUPPLIES	200.00	.00	200.00	.00	.00	200.00	0%
2.33	REPAIR PARTS	250.00	.00	250.00	.00	.00	250.00	0%
2.41	LIBRARY SUPPLIES	4500.00	.00	4500.00	657.85	657.85	3842.15	15%
2.42	AUTOMATION SUPPLIES	5000.00	.00	5000.00	738.92	738.92	4261.08	15%
3.11	CONSULTING SERVICES	.00	.00	.00	.00	.00	.00	0%
3.12	ENGINEERING & ARCH. SERVICES	500.00	.00	500.00	.00	.00	500.00	0%
3.13	LEGAL SERVICES	1500.00	.00	1500.00	.00	.00	1500.00	0%
3.14	OTHER PROFESSIONAL SERVICES	1000.00	.00	1000.00	.00	.00	1000.00	0%
3.21	TELEPHONE	23500.00	.00	23500.00	1937.22	3422.98	20077.02	15%
3.22	POSTAGE	5000.00	.00	5000.00	429.67	808.55	4191.45	16%
3.23	TRAVELING EXPENSE	3500.00	.00	3500.00	140.00	219.25	3280.75	6%
3.24	PROFESSIONAL MEETINGS	3500.00	.00	3500.00	888.60	1042.60	2457.40	30%
3.25	FREIGHT	50.00	.00	50.00	.00	.00	50.00	0%
3.31	ADVERTISING & PUBLIC NOTICES	800.00	.00	800.00	29.65	29.65	770.35	4%
3.32	OTHER PRINTING	600.00	.00	600.00	.00	.00	600.00	0%
3.41	OFFICIAL BONDS	500.00	.00	500.00	50.00	50.00	450.00	10%
3.42	OTHER INSURANCE	13400.00	.00	13400.00	.00	.00	13400.00	0%
3.51	GAS	32000.00	.00	32000.00	3487.83	5930.72	26069.28	19%
3.52	ELECTRICITY	55000.00	.00	55000.00	1652.21	4942.96	50057.04	9%
3.53	WATER	1500.00	.00	1500.00	90.38	188.26	1311.74	13%
3.54	WASTE DISPOSAL SERVICES	2800.00	.00	2800.00	287.59	481.81	2318.19	17%
3.61	BUILDING & STRUCTURES	9000.00	.00	9000.00	2280.82	3471.32	5528.68	39%
3.62	EQUIPMENT	2500.00	.00	2500.00	136.34	241.34	2258.66	10%
3.71	REAL ESTATE	.00	.00	.00	.00	.00	.00	0%
3.72	EQUIPMENT	250.00	.00	250.00	31.45	73.40	176.60	30%
3.8	DEBT SERVICE	.00	.00	.00	.00	.00	.00	0%
3.91	DUES	2200.00	.00	2200.00	50.00	50.00	2150.00	2%
3.92	INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.00	.00	0%
3.93	TAXES & ASSESSMENTS	.00	.00	.00	.00	.00	.00	0%
3.94	TRANSFER TO LIRF	7000.00	.00	7000.00	.00	.00	7000.00	0%
3.95	SERVICE CONTRACTS	16670.00	.00	16670.00	346.50	1567.30	15102.70	9%
3.96	PETTY CASH	120.00	.00	120.00	.00	.00	120.00	0%
3.97	INTERVIEWING & MOVING EXP.	250.00	.00	250.00	.00	.00	250.00	0%
3.98	MAINTENANCE CONTRACTS	30000.00	.00	30000.00	470.00	590.00	29410.00	2%
4								
1	LAND	.00	.00	.00	.00	.00	.00	0%
2	BUILDINGS	.00	.00	.00	.00	.00	.00	0%
4.3	IMPROVEMENTS OTHER THAN BUILD.	.00	275.00	275.00	.00	.00	275.00	0%
4.4	FURNITURE & EQUIPMENT	5000.00	3827.90	8827.90	3827.90	3827.90	5000.00	43%
4.51	BOOKS	115000.00	.00	115000.00	4098.92	5624.42	109375.58	5%
4.52	PERIODICALS & NEWSPAPERS	35000.00	.00	35000.00	758.95	915.89	34084.11	3%
4.53	NONPRINTED MATERIALS	12000.00	.00	12000.00	.00	.00	12000.00	0%
	-TOTAL-	902208.00	4102.90	906310.90	60971.21	115010.60	791300.30	13%

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CONSTRUCTION FUND ACNT # DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE
3.12 ENGINEERING & ARCH. SERVICES	7560.00	.00	7560.00	.00	.00	7560.00
4.2 BUILDINGS	.00	.00	.00	.00	244.10	-244.10
4.3 IMPROVEMENTS OTHER THAN BUILD.	52021.00	1004.60	53025.60	.00	68.10	52957.50
4.4 FURNITURE & EQUIPMENT	13630.25	.00	13630.25	459.44	5938.44	7691.81
-TOTAL-	73211.25	1004.60	74215.85	459.44	6250.64	67965.21

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
003502	00111	MARY K. MARTIN	860.35	10 FEB 94	PAYROLL
003492	00112	CHARLOTTE FAGEN	587.53	10 FEB 94	PAYROLL
003507	00113	SHARON SCHULENBERG	481.70	10 FEB 94	PAYROLL
003511	00114	JILL TACHIRIS	496.81	10 FEB 94	PAYROLL
003499	00115	JOAN KOPANDA	382.27	10 FEB 94	PAYROLL
003515	00116	DIANE WIERS	453.03	10 FEB 94	PAYROLL
003504	00117	KATHLEEN PADGITT	443.92	10 FEB 94	PAYROLL
003505	00118	BONNIE POWELL	362.69	10 FEB 94	PAYROLL
003486	00119	GLENDA BROWN	481.88	10 FEB 94	PAYROLL
003498	00120	DIANA KOORY	96.17	10 FEB 94	PAYROLL
003508	00121	EILEEN SPURGEON	110.82	10 FEB 94	PAYROLL
003490	00122	LYNN DAUGHERTY	1034.69	10 FEB 94	PAYROLL
003488	00123	RENEE CARR	348.95	10 FEB 94	PAYROLL
003514	00124	WHITED, AMBER	330.05	10 FEB 94	PAYROLL
003496	00125	ROSE E. HOWARD	505.93	10 FEB 94	PAYROLL
003493	00126	PAMELA FERBER	613.61	10 FEB 94	PAYROLL
003494	00127	KIMBERLY GARWOOD	804.77	10 FEB 94	PAYROLL
003491	00128	JULIE EISELE	118.78	10 FEB 94	PAYROLL
003484	00129	MARLENE BEEDLE	271.25	10 FEB 94	PAYROLL
003503	00130	CAROL MITCHELL	364.62	10 FEB 94	PAYROLL
003482	00131	BACHMAN, CAROL	389.72	10 FEB 94	PAYROLL
003497	00132	GAIL M. JUNG	586.37	10 FEB 94	PAYROLL
003512	00133	TANYA JO TANIS	86.84	10 FEB 94	PAYROLL
003506	00134	PATRICIA A. REED	400.27	10 FEB 94	PAYROLL
003487	00135	JILL M. BYKERK	94.57	10 FEB 94	PAYROLL
003513	00136	WEBSTER, RACHAEL D.	110.31	10 FEB 94	PAYROLL
003485	00137	JULIE A. BEST	65.98	10 FEB 94	PAYROLL
003489	00138	KATHLEEN M. CAVANAUGH	527.50	10 FEB 94	PAYROLL
003495	00139	JENNIFER M. HENDRICKS	76.45	10 FEB 94	PAYROLL
003483	00140	KELLIE L. BARLOW	63.54	10 FEB 94	PAYROLL
003501	00141	SHARON K. LEWIS	72.93	10 FEB 94	PAYROLL
003509	00142	LYNN M. STALBAUM	78.51	10 FEB 94	PAYROLL
003516	00143	LEANNE YORK	707.08	10 FEB 94	PAYROLL
003500	00144	PAMELA D. KYLE	85.97	10 FEB 94	PAYROLL
003510	00145	JACK STANDISH	357.82	10 FEB 94	PAYROLL
012622	00146	BANK ONE	4374.31	10 FEB 94	FICA & FED TAXES WITHHELD 10
012623	00147	INDIANA DEFERRED COMPENSATIO	135.00	10 FEB 94	WITHHELD FROM 10 FEB 94 PAYR
012624	00148	CITY OF RENSSELAER	2729.29	10 FEB 94	RENSSELAER-JANUARY UTILITIES
012625	00149	LDOS COMMUNICATIONS	863.36	10 FEB 94	LONG DISTANCE CARRIER & DATA
012626	00150	NIPSCO	923.92	10 FEB 94	WHEATFIELD UTILITIES-JANUARY
012627	00151	NORTHWESTERN INDIANA TELEPHO	130.92	10 FEB 94	DEMOTTE-TELEPHONE-JANUARY BI
012628	00152	TOWN OF DEMOTTE, c/o DEMOTTE	20.59	10 FEB 94	DEMOTTE-SEWER SERVICE THRU 1
012631	00153	A.E. BOYCE CO., INC.	41.68	14 FEB 94	RECEIPT BOOKS
012629	00154	AUSTIN BOOK SALES	263.51	14 FEB 94	BOOKS
012630	00155	ACE HARDWARE	87.67	14 FEB 94	ICE MELT & CLEANING SUPPLIES
012632	00156	AVC CORPORATION	470.00	14 FEB 94	SERVICE AGREEMENT-11/93 THRU
012633	00157	BAKER & TAYLOR	1784.03	14 FEB 94	BOOKS
012634	00158	BAKER & TAYLOR	903.17	14 FEB 94	CONTINUATIONS-BOOKS

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
012635	00159	BECKLEY CARDY INC.	25.25	14 FEB 94	SUMMER READING PROGRAM-DEM.&
012636	00160	BETTY A. HUFF (PAS-TIME BOO	101.53	14 FEB 94	BOOKS
012637	00161	BLACKWELL NORTH AMERICA, INC	307.75	14 FEB 94	SERVICE AGREEMENT-LAST QTR.
012638	00162	CATHY OXLEY	78.00	14 FEB 94	SUBSTITUTE JANITOR-1/5 TO 1/
012639	00163	CAREER TRACK INC.	39.00	14 FEB 94	SELF-ESTEEM-PEAK PERF. WORKS
012640	00164	CARR & DELANEY'S HOME CONSTR	35.00	14 FEB 94	ENTRY DOOR REPAIRS-RENS.
012641	00165	CIRCLE "R" ELECTRIC, INC.	360.00	14 FEB 94	REPLACED BURNED OUT BALLASTS
012642	00166	COAST TO COAST	50.35	14 FEB 94	ICE MELT & HAND FLOOR WAXER
012643	00167	CONGRESSIONAL QUARTERLY INC.	299.00	14 FEB 94	CQ RESEARCHER-RENS. SUBSC.5/
012644	00168	CONSOLIDATED INSURANCE AGENC	50.00	14 FEB 94	NOTARY BOND-BONNIE POWELL
012645	00169	CROWN COMPUTER	3827.90	14 FEB 94	COMPUTER & PRINTER-WHEATFIELD
012646	00170	CUSTOM LAWN CARE	530.00	14 FEB 94	SNOW REMOVAL-RENS. 12/18/93-
012647	00171	DEMOTTE OFFICE SUPPLY	12.45	14 FEB 94	FILE TRAYS
012648	00172	DEYOUNG PLUMB, HTG, & AIR CO	281.25	14 FEB 94	REPAIR WATER MAIN; HEATING S
012649	00173	FACTS ON FILE, INC.	185.91	14 FEB 94	BOOKS
012650	00174	FASE'S	74.25	14 FEB 94	RED-OUT FOR WATER SOFTNER-DE
012651	00175	GAIL JUNG	11.55	14 FEB 94	BOOK LEASE POSTAGE
012652	00176	GAIL JUNG	57.68	14 FEB 94	RENS. PETTY CASH
012653	00179	GAYLORD BROS.	738.92	14 FEB 94	THERMAL PRINTER PAPER,OVERDU
012654	00180	GENEALOGICAL PUBLISHING CO.,	27.95	14 FEB 94	GIFT FUND BOOK
012655	00181	HANSEN'S SNOW REMOVAL	735.00	14 FEB 94	SNOW REMOVAL-DEMOTTE 1/5/94-
012657	00182	HERITAGE OFFICE PRODUCTS, IN	125.97	14 FEB 94	REPLACED COPIER DRUM; MISC.
012658	00183	HIGHSMITH CO. INC.	496.08	14 FEB 94	CONTACT PAPER
012659	00184	HOOK'S DRUGS #162	12.00	14 FEB 94	DECEMBER SUNDAY PAPERS-DEMOT
012660	00185	HP PRODUCTS CORP.	517.32	14 FEB 94	ICE MELT;CLEANING SUP.,VACUU
012661	00186	INCOLSA	50.00	14 FEB 94	MEMBERSHIP DUES 1994
012662	00187	JASPER COUNTY FARM BUREAU CO	13.60	14 FEB 94	WATER PIPE INSULATION-RENS.R
012663	00188	JOURNAL AND COURIER	60.00	14 FEB 94	SUBSCRIPTION THRU 7/27/94-RE
012664	00189	KATHLEEN CAVANAUGH	22.00	14 FEB 94	MILEAGE
012665	00190	KIMBERLY GARWOOD	11.00	14 FEB 94	MILEAGE
012666	00191	LIBRARY STORE, INC.	413.00	14 FEB 94	MAGAZINE FILE BOXES-SYSTEM
012667	00192	LYNN DAUGHERTY	93.97	14 FEB 94	MILEAGE & COPIER TRANSPARENC
012668	00193	MARY K. MARTIN	35.90	14 FEB 94	MILEAGE & POSTAGE
012669	00194	NATIONAL GEOGRAPHIC SOCIETY	40.85	14 FEB 94	BOOKS
012670	00195	NIALSA	101.69	14 FEB 94	ILL POSTAGE; YA COLLECTION W
012671	00196	NIPSCO	1754.21	14 FEB 94	DEMOTTE-JANUARY
012672	00197	OOMS DISPOSAL SERVICE INC.	90.00	14 FEB 94	TRASH SERVICE -1/94 THRU 6/9
012673	00198	PHILIP E. HOWARD	139.50	14 FEB 94	SNOW REMOVAL-WH. & JANITOR S
012674	00199	POSTMASTER	21.50	14 FEB 94	P.O. BOX RENTAL-WHEATFIELD L
012675	00200	POSTMASTER GENERAL	344.20	14 FEB 94	1080-29 CENT STAMPS;200-4 CE
012676	00201	QUILL	165.39	14 FEB 94	COPY PAPER,BINDERS, RIBBONS
012677	00202	RAND MCNALLY & COMPANY	298.74	14 FEB 94	ATLAS-BOOKS
012678	00203	RAYBURN HEATING & COOLING	86.77	14 FEB 94	FIX BURST PIPE; INSTALL VALV
012679	00204	RENSSELAER REPUBLICAN	109.85	14 FEB 94	CLASSIFIED AD-RENS.; NEWSPAP
012680	00205	SECURITY COURIERS, INC.	346.50	14 FEB 94	COURIER SERVICE THRU 1/7/94
012681	00206	SPRINT PUBLISHING & ADVERTIS	25.10	14 FEB 94	PHONE DIRECTORIES
012682	00207	STANLEY STEEMER	82.80	14 FEB 94	MOLD RETARDENT FOR MTG.RM CA
012683	00208	TEETERS CULLIGAN	9.95	14 FEB 94	FEBRUARY COOLER RENTAL-WHEAT

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
012684	00209	TOM KROOSWYK PLMBG, HTG, A.C	50.00	14 FEB 94	THAWED FROZEN WATER PIPE-DEM
012685	00210	TYSEN'S COUNTRY GROCERY, INC	12.88	14 FEB 94	BLOO CLEANER-DEMOTTE
012686	00211	UNITED SUPPLY CO. INC.	40.62	14 FEB 94	SUMMER READING-
012687	00212	UNITED TELEPHONE COMPANY	613.00	14 FEB 94	JANUARY-RENSSELAER LIBRARY
012688	00213	UPSTART	169.91	14 FEB 94	SUMMER READING:
012689	00214	HP PRODUCTS CORP.	386.04	14 FEB 94	FIBERGLASS LADDERS-RENS. BLD
012690	00215	JACOBSENS	73.40	14 FEB 94	ANTI-STATIC MATS (AUTOMATION
CONSTRUCT FUND	003537	MARY K. MARTIN	860.35	25 FEB 94	PAYROLL
	003526	CHARLOTTE FAGEN	587.53	25 FEB 94	PAYROLL
	003542	SHARON SCHULENBERG	481.70	25 FEB 94	PAYROLL
	003546	JILL TACHTIRIS	496.81	25 FEB 94	PAYROLL
	003534	JOAN KOPANDA	341.47	25 FEB 94	PAYROLL
	003550	DIANE WIERS	453.03	25 FEB 94	PAYROLL
	003539	KATHLEEN PADGITT	443.92	25 FEB 94	PAYROLL
	003540	BONNIE POWELL	352.93	25 FEB 94	PAYROLL
	003520	GLENDA BROWN	481.88	25 FEB 94	PAYROLL
	003533	DIANA KOOS	102.58	25 FEB 94	PAYROLL
	003543	EILEEN SPURGEON	110.82	25 FEB 94	PAYROLL
	003524	LYNN DAUGHERTY	1034.69	25 FEB 94	PAYROLL
	003522	RENEE CARR	348.95	25 FEB 94	PAYROLL
	003549	WHITED, AMBER	229.50	25 FEB 94	PAYROLL
	003531	ROSE E. HOWARD	516.94	25 FEB 94	PAYROLL
	003527	PAMELA FERBER	613.61	25 FEB 94	PAYROLL
	003528	KIMBERLY GARWOOD	804.77	25 FEB 94	PAYROLL
	003525	JULIE EISELE	118.78	25 FEB 94	PAYROLL
	003518	MARLENE BEEDLE	241.89	25 FEB 94	PAYROLL
	003538	CAROL MITCHELL	364.62	25 FEB 94	PAYROLL
	003516	BACHMAN, CAROL	389.72	25 FEB 94	PAYROLL
	003532	GAIL M. JUNG	586.37	25 FEB 94	PAYROLL
	003547	TANYA JO TANIS	63.61	25 FEB 94	PAYROLL
	003541	PATRICIA A. REED	400.27	25 FEB 94	PAYROLL
	003521	JILL M. BYKERK	86.84	25 FEB 94	PAYROLL
	003548	WEBSTER, RACHAEL D.	131.19	25 FEB 94	PAYROLL
	003519	JULIE A. BEST	84.89	25 FEB 94	PAYROLL
	003523	KATHLEEN M. CAVANAUGH	527.50	25 FEB 94	PAYROLL
	003530	JENNIFER M. HENDRICKS	76.45	25 FEB 94	PAYROLL
	003517	KELLIE L. BARLOW	104.76	25 FEB 94	PAYROLL
	003536	SHARON K. LEWIS	61.05	25 FEB 94	PAYROLL
	003544	LYNN M. STALBAUM	85.97	25 FEB 94	PAYROLL
	003552	LEANNE YORK	707.08	25 FEB 94	PAYROLL
	003535	PAMELA D. KYLE	67.28	25 FEB 94	PAYROLL
	003545	JACK STANDISH	363.53	25 FEB 94	PAYROLL
	003551	MARGARET M. WOODS	344.38	25 FEB 94	PAYROLL
	012691	BANK ONE	4408.60	25 FEB 94	FICA & FED TAXES WITHHELD 25
	012692	INDIANA DEFERRED COMPENSATIO	135.00	25 FEB 94	WITHHELD FROM PAYROLL 25 FEB
	012693	INDIANA DEPARTMENT OF REVENU	1435.09	25 FEB 94	STATE & COUNTY TAX WITHHELD
	012694	COURTYARD BY MARRIOTT	171.60	25 FEB 94	LODGING FOR ILF CONF. 4/6 &
	012695	INDIANA LIBRARY FEDERATION	618.00	25 FEB 94	ILF CONFERENCE BEGINNING 4/6

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
012696	00258	LDDS COMMUNICATIONS	211.44	25 FEB 94	LONG DISTANCE CARRIER-TELEPH
012697	00259	UNITED TELEPHONE COMPANY	118.50	25 FEB 94	WHEATFIELD-FEB. TELEPHONES
--TOTAL AMOUNT OF CLAIMS--			60389.50		

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 4 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 60389.50. Dated 14 MAR 94.

_____	_____
_____	_____
_____	_____
_____	_____

19

JASPER COUNTY PUBLIC LIBRARY
February 28, 1994 Receipt Breakdown

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES.....			\$1,480.55	\$2,953.08
DeMotte	\$536.55	\$985.14		
Rensselaer	\$644.94	\$1,473.13		
Wheatfield	\$299.06	\$494.81		
PHOTOCOPIES.....			\$634.25	\$1,012.95
DeMotte	\$252.15	\$398.65		
Rensselaer	\$284.45	\$478.75		
Wheatfield	\$97.65	\$135.55		
CARDS.....			\$114.00	\$155.00
DeMotte	\$36.00	\$58.50		
Rensselaer	\$74.50	\$92.00		
Wheatfield	\$3.50	\$4.50		
PLAC FUND.....			\$16.00	\$32.00
GIFT FUNDS.....			\$35.00	\$110.00
DeMotte	\$10.00	\$10.00		
Rensselaer	\$25.00	\$35.00		
Wheatfield	\$0.00	\$65.00		
INTEREST.....			\$616.77	\$2,767.66
RECIPROCAL BORROWING.....			\$0.00	\$0.00
TAXES.....			\$0.00	\$0.00
Local Option/Certified Shares		\$0.00		
Local Option/Property Tax Repl.		\$0.00		
Property Tax		\$0.00		
Financial Institution Tax		\$0.00		
License Excise Tax		\$0.00		
State Distribution		\$0.00		
REFUNDS.....			\$0.00	\$39.08
Baker & Taylor-Postage	\$0.00	\$39.08		
		\$0.00		
		\$0.00		
		\$0.00		
		\$0.00		

TOTAL RECEIPTS

\$2,896.57

\$7,069.77

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

09 Mar 94

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
003573	00260	MARY K. MARTIN	860.35	10 MAR 94	PAYROLL
003563	00261	CHARLOTTE FAGEN	587.53	10 MAR 94	PAYROLL
003578	00262	SHARON SCHULENBERG	390.53	10 MAR 94	PAYROLL
003582	00263	JILL TACHTIRIS	410.07	10 MAR 94	PAYROLL
003570	00264	JOAN KOPANDA	341.47	10 MAR 94	PAYROLL
003586	00265	DIANE WIERS	370.08	10 MAR 94	PAYROLL
003575	00266	KATHLEEN PADGITT	364.79	10 MAR 94	PAYROLL
003576	00267	BONNIE POWELL	313.92	10 MAR 94	PAYROLL
003557	00268	GLENDA BROWN	398.93	10 MAR 94	PAYROLL
003569	00269	DIANA KOBY	102.58	10 MAR 94	PAYROLL
003579	00270	EILEEN SPURGEON	110.82	10 MAR 94	PAYROLL
003561	00271	LYNN DAUGHERTY	1034.69	10 MAR 94	PAYROLL
003559	00272	RENEE CARR	276.43	10 MAR 94	PAYROLL
003585	00273	WHITED, AMBER	162.44	10 MAR 94	PAYROLL
003567	00274	ROSE E. HOWARD	419.18	10 MAR 94	PAYROLL
003564	00275	PAMELA FERBER	613.61	10 MAR 94	PAYROLL
003565	00276	KIMBERLY GARWOOD	804.77	10 MAR 94	PAYROLL
003562	00277	JULIE EISELE	98.01	10 MAR 94	PAYROLL
003555	00278	MARLENE BEEDLE	241.89	10 MAR 94	PAYROLL
003574	00279	CAROL MITCHELL	304.98	10 MAR 94	PAYROLL
003554	00280	BACHMAN, CAROL	321.57	10 MAR 94	PAYROLL
003568	00281	GAIL M. JUNG	586.37	10 MAR 94	PAYROLL
003583	00282	TANYA JO TANIS	65.55	10 MAR 94	PAYROLL
003577	00283	PATRICIA A. REED	329.04	10 MAR 94	PAYROLL
003558	00284	JILL M. BYKERK	55.87	10 MAR 94	PAYROLL
003584	00285	WEBSTER, RACHAEL D.	70.62	10 MAR 94	PAYROLL
003556	00286	JULIE A. BEST	84.89	10 MAR 94	PAYROLL
003560	00287	KATHLEEN M. CAVANAUGH	527.50	10 MAR 94	PAYROLL
003566	00288	JENNIFER M. HENDRICKS	61.49	10 MAR 94	PAYROLL
003572	00289	SHARON K. LEWIS	93.59	10 MAR 94	PAYROLL
003580	00290	LYNN M. STALBAUM	37.36	10 MAR 94	PAYROLL
003588	00291	LEANNE YORK	707.08	10 MAR 94	PAYROLL
003571	00292	PAMELA D. KYLE	33.65	10 MAR 94	PAYROLL
003581	00293	JACK STANDISH	312.09	10 MAR 94	PAYROLL
003587	00294	MARGARET M. WOODS	288.42	10 MAR 94	PAYROLL
012698	00295	BANK ONE	3948.10	10 MAR 94	FICA & FED TAXES WITHHELD 10
012699	00296	INDIANA DEFERRED COMPENSATIO	135.00	10 MAR 94	WITHHELD FROM 10 MAR 94 PAYR
012700	00297	LDOS COMMUNICATIONS	651.18	10 MAR 94	DATA LINES-FEBRUARY TELEPHON
012701	00298	NORTHWESTERN INDIANA TELEPHO	117.41	10 MAR 94	DEMOTTE TELEPHONE-MARCH
012702	00300	TOWN OF DEMOTTE, c/o DEMOTTE	18.59	10 MAR 94	SEWAGE-DEMOTTE-JANUARY SERVI
012703	00302	TOWN OF DEMOTTE, c/o DEMOTTE	18.72	10 MAR 94	SEWER-DEMOTTE-JANUARY SERVIC
012702	00303	TOWN OF DEMOTTE, c/o DEMOTTE	-18.59	10 MAR 94	VOID CHECK & VOUCHER #00300
012705	00304	A AND R NEWS AGENCY	83.70	14 MAR 94	CHGO. TRIBUNE SUBSC.-RENS.TO
012706	00305	ACE HARDWARE	14.98	14 MAR 94	ICE MELT CRYSTALS
012707	00306	ACORDIA PERSONAL BENEFITS, I	1008.31	14 MAR 94	QTLY. INSURANCE PREMIUM-4/1
012708	00307	ASSOCIATED LIBRARIES, INC.	20.47	14 MAR 94	BOOKS
012709	00308	AUSTIN BOOK SALES	107.04	14 MAR 94	BOOKS
012710	00309	AVC CORPORATION	94.00	14 MAR 94	ACCT.COMPUTER SERV. AGREEMEN

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

09 Mar 94

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
012711	00310	BAKER & TAYLOR	4125.94	14 MAR 94	BOOKS
012712	00311	BAKER & TAYLOR	557.42	14 MAR 94	CONTINUATIONS-BOOKS
012713	00312	BEN FRANKLIN	7.33	14 MAR 94	FELT SQUARES-WH.CHD;GLUE-DEM
012714	00313	BIERMA HARDWARE, INC.	32.45	14 MAR 94	ICE MELT,ROOM THERMOMETER-WH
012715	00314	CENTRAL STATES SALES CORPORA	92.86	14 MAR 94	PROJ. BULBS & SMALL SPOT BUL
012716	00315	CHARLOTTE FAGEN	13.25	14 MAR 94	MILEAGE
012717	00316	CITY OF RENSSELAER	2784.31	14 MAR 94	FEB. UTILITIES-RENS.
012718	00317	COAST TO COAST	35.88	14 MAR 94	FURNITURE POLISH
012719	00318	CROWN COMPUTER	95.49	14 MAR 94	COMPUTER REPAIRS-DEMOTTE
012720	00319	CURRENT LEADERS PUBLISHING C	147.00	14 MAR 94	RENEWAL SUBSCRIPTIONS-PERIOD
012721	00320	CUSTOM LAWN CARE	150.00	14 MAR 94	SNOW REMOVAL-RENS. 2/4 THRU
012722	00321	EBSCO SUBSCRIPTION SERVICES	9641.08	14 MAR 94	ANNUAL SUBSCRIPTION-LESS .3%
012723	00322	DEMCO	294.14	14 MAR 94	BOOK TAPE, BOOK POCKETS, V.F
012724	00323	FACTS ON FILE, INC.	15.49	14 MAR 94	BOOKS
012725	00324	FASE'S	74.25	14 MAR 94	REDOUT-DEMOTTE
012726	00325	FOREST HOUSE PUBLISHING CO.,	186.25	14 MAR 94	BOOKS
012727	00326	GAIL JUNG	63.00	14 MAR 94	MILEAGE
012728	00327	GAYLORD BROS.	22.48	14 MAR 94	OVERDUE NOTICES
012729	00328	HANDCRAFT SPECIALTIES	30.09	14 MAR 94	VIDEO TAPE REPAIRS
012730	00329	HANSEN'S SNOW REMOVAL	1610.00	14 MAR 94	SNOW REMOVAL-DEMOTTE 1/26 TO
012731	00330	HARTMAN'S VAC SHOP	7.00	14 MAR 94	REPAIRS TO VACUUM
012732	00331	HIGGINSON BOOK COMPANY	65.70	14 MAR 94	GIFT FUND BOOK
012733	00332	HOOK'S DRUG #162	27.00	14 MAR 94	JANUARY & FEBRUARY SUNDAY PA
012734	00333	INDIANA LEGISLATIVE SOURCEBO	21.00	14 MAR 94	BOOKS
012735	00334	KIMBERLY GARWOOD	95.35	14 MAR 94	MILEAGE,LUNCH,CASSETTES-2/16
012736	00335	MARGE HOHNER	13.00	14 MAR 94	MILEAGE -2/14/94 BOARD MTG.
012737	00336	MARTZ PLUMBING & HEATING	109.57	14 MAR 94	REPAIRS TO WATER FOUNTAIN-RE
012738	00337	MIDWEST VISUAL EQUIPMENT CO.	17.89	14 MAR 94	OVERHEAD PROJECTOR REPAIR PA
012739	00338	NIPSCO	5495.54	14 MAR 94	DEM.& WHEATF.- UTILITIES-FEB
012740	00339	PAM FERBER	282.86	14 MAR 94	REIMBURSED PREPAID INS.PREMI
012741	00341	PATRICIA REED	11.00	14 MAR 94	MILEAGE-Y.A. WORKSHOP-3/1/94
012742	00342	PHILIP E. HOWARD	161.38	14 MAR 94	JANITORIAL WORK-D.& SNOW REM
012743	00343	POSTMASTER	21.50	14 MAR 94	ANNUAL P.O. BOX RENTAL-DEM.
012744	00344	QUEEN CITY UNIFORMS	6.50	14 MAR 94	NAMETAG
012745	00345	QUILL	342.84	14 MAR 94	FILE FOLDERS, RIBBONS, LABEL
012746	00346	RAYBURN HEATING & COOLING	10.00	14 MAR 94	REPAIRS TO PLUMBING PIPES-DE
012747	00347	REED REFERENCE PUBLISHING	294.78	14 MAR 94	CHLD.BIP & SUBJ.GUIDE TO CHL
012748	00348	RUSS' PRINT SHOP	70.00	14 MAR 94	BOOKMARKS-DEM. SUMMER READIN
012749	00349	SECURITY COURIERS, INC.	396.84	14 MAR 94	TRANSPORT-THRU 2/4/94
012750	00350	SELECTVIDEO	270.40	14 MAR 94	VIDEOS
012751	00351	SIMPLEX TIME RECORDER CO.	36.00	14 MAR 94	REPAIRS-REPROGRAM DIALER TAP
012752	00352	SOCIAL ISSUES RESOURCES SERI	170.00	14 MAR 94	ANNUAL UPDATE-PERIODICALS
012753	00353	SPRINT PUBLISHING & ADVERTIS	670.05	14 MAR 94	PHONEBOOKS
012754	00354	STECK-VAUGHN COMPANY	641.48	14 MAR 94	BOOKS
012755	00355	TEETERS CULLIGAN	29.75	14 MAR 94	COOLER RENTAL & WATER-WH.-MA
012756	00356	THE TIMES	36.60	14 MAR 94	NEWSPAPER-QTLY.PYMT.-DEMOTTE
012757	00357	VIDETTE MESSENGER	109.80	14 MAR 94	ANNUAL SUBSCRIPTION-WHEATFIE
012758	00358	WILDERNESS VIDEO	84.36	14 MAR 94	VIDEOS

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

09 Mar 94

PAGE 3

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
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--TOTAL AMOUNT OF CLAIMS-- 47457.97

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 47457.97. Dated 14 MAR 94.

_____	_____
_____	_____
_____	_____
_____	_____

Personnel Policy Changes

(Comparison of old and new language)

P. 110

Old: Tech. Services Librarian	24,000-31,000
New: Sys. Admin./Tech Serv. Libn	24,000-31,000

P. 112

Old: Library Specialist II: Same requirements and duties as Library Specialist I except that also has management responsibilities for a building.

New: Library Specialist II: Same requirements and duties as Library Specialist I except that also has management responsibilities for a building *or a major department (adult or youth services)*.

P. 115

Old: Refers to Sections 2 through 6 instead of 2 through 7. PERF was never written into the formal policy although it was established in January 1990.

New: Note: Sections 2 through 7 of the Personnel Policy apply only to persons working 32 or more hours per week, except that persons working between 21 and 32 hours per week as of June 7, 1993, will continue to accrue and receive benefits as described in sections 2 through 7 of this policy.

p. 117

5. Funeral leave

Old: 5.1 Time off with pay to arrange for or attend a funeral may be granted by the Director for the employee's spouse, child, sibling, grandparent, parent or spouse of any of the above for not more than three (3) working days.

New: 5.1 *Time off with pay for not more than three (3) working days may be granted by the Director so that the employee may arrange for or attend a funeral of the employee's spouse, child, sibling, grandparent, parent or spouse of any of the above.*

6. Excused absences

Old: 6.1 An excused absence with pay may be granted by the Director or his/her designee to any employee working an average of 32 hours or more per week. Excused absences are granted to permit safe travel under adverse weather conditions or in the event of library closings due to temporary unsafe or unhealthy working conditions.

Such absences will not be charged to accrued compensatory time, vacation leave, or sick leave. Any employee who is on sick or vacation leave when library is closed for such stated emergencies will be charged with his/her sick or vacation leave as if the library were open for business. If the library closes for such emergencies on an employee's regularly scheduled day off, the employee will not receive another day off. Employees working fewer than 32 hours per week have the option to make up any lost time.

New: 6.1 An excused absence with pay may be granted by the Director or his/her designee to any employee working an average of 32 hours or more per week. *Excused absences are granted when weather conditions necessitate closing the library or releasing staff to permit safe travel.*

Such absences will not be charged to accrued compensatory time, vacation leave, or sick leave. Any employee who is on sick or vacation leave when library is closed for such stated emergencies will be charged with his/her sick or vacation leave as if the library were open for business. If the library closes for such emergencies on an employee's regularly scheduled day off, the employee will not receive another day off. Employees working fewer than 32 hours per week have the option to make up any lost time.

In the event of library closings due to temporary unsafe or unhealthy working conditions, employees may be asked to report to another branch. If the distance traveled is greater than the distance from the employee's home to his/her usual workplace, the employee will be reimbursed for the additional miles traveled. Carpooling to the new location is expected when practical.

P. 118

7. Public Employee's Retirement Fund (PERF)

Old: Never written into policy.

New: 7.1 *Employees who work an average of 32 or more hours per week are required to enroll in PERF if they hold positions classified as:*

*Director
Assistant Director
Agency Librarian
Children's Librarian
Technical Services Librarian
Administrative Assistant
Library Specialist
Library Assistant*

7.2 *The employee's contribution to PERF is 3% of gross earnings. In addition, the Library also contributes an amount to the fund in the employee's name.*

8. Health insurance

Old: Never put into policy

New: 8.1 *Employees working 35 hours or more per week are eligible to apply for an individual health insurance policy through Farm Bureau's Blue Cross/Blue Shield In-Plan. A choice of options is available through this plan for the employee.*

8.2 *If accepted by the insurance company, the employee may authorize the library to make payroll deductions from his/her salary for the employee's portion of the premiums.*

8.3 *The employer's portion of the premium is presently set at \$40.00 per month.*

8.4 *By December of each year, the Board will determine the monthly employer contribution for the following year.*

P. 120

15. Appropriate dress

Old: Not included in written policy.

New: *In order to project a professional image of the library, staff may not wear jeans, cut-offs or shorts of any kind while on duty. Split skirts are acceptable if they are of reasonable length and look like skirts. Slacks are acceptable as are tights as long as tops worn with them are of reasonable length. Jeans and other clothing normally judged unacceptable for work will be allowed in special instances with permission from the Director.*

Art Exhibit and Display Case Use Policy Change

Comparison of Old and New Wording

Old wording: Collection displays or art exhibits may be shown at the library for **30** day periods of time. The Library reserves the right to change, reschedule or cancel exhibits when necessary.

New wording: Collection displays or art exhibits may be shown at the library for **60** day periods of time. The Library reserves the right to change, reschedule or cancel exhibits when necessary.

Salary Ordinance 1994: Rev. 3/94

Name	Classification	Present Hrly Wage	Annual Salary	Hrs Worked	Library
Bachman, Carol	Lib. Asst 2	\$6.09	\$12,667.20	40	R
Barlow, Kellie	Page	\$4.25	\$255.00	10	R Res. 2/16/94
Beedle, Marlene	Lib. Asst. 1	\$5.99	\$7,475.52	24	D
Best, Julie	Page	\$4.30	\$2,262.00	10	R
Brown, Glenda	Specialist 1	\$7.41	\$15,412.80	40	R
Bykerk, Jill	Page	\$4.40	\$2,288.00	10	D
Carr, Renee	Lib. Asst 1	\$6.48	\$10,782.72	32	D
Cavanaugh, Kathleen	Specialist 2	\$8.31	\$17,246.40	40	R
Daugherty, Lynn	Director	\$18.08	\$37,606.40	40	R
Eisele, Julie	Clerk	\$4.75	\$3,939.00	15	R
Fagen, Charlotte	Specialist 2	\$8.47	\$17,617.60	40	D
Ferber, Pam	Librarian	\$12.98	\$21,598.72	32	W
Garwood, Kim	Librarian	\$13.21	\$27,438.44	40	R
Hendricks, Jennifer	Page	\$4.30	\$2,253.00	10	D
Howard, Rose	Janitor	\$7.55	\$15,704.00	40	D,W
Jung, Gail	Admin. Asst	\$8.40	\$17,433.60	40	R
Kooy, Diana	Lib. Asst 2	\$7.29	\$3,032.64	8	D
Kopanda, Joan	Lib. Asst 2	\$7.29	\$12,130.56	32	D
Kyle, Pamela	Page	\$4.25	\$2,222.00	10	R
Lewis, Sharon	Clerk	\$4.75	\$2,526.00	10	R
Martin, Mary	Tech Serv Libn	\$14.42	\$29,993.60	40	R
Mitchell, Carol	Lib. Asst. 2	\$6.09	\$11,083.80	35	R
Padgitt, Kathi	Specialist 1	\$7.07	\$14,705.60	40	R
Powell, Bonnie	Lib Asst 1	\$6.97	\$10,873.20	30	R
Reed, Patricia	Lib Asst I	\$5.99	\$10,901.80	35	R
Schulenberg, Sharon	Spec. Serv Libr	\$9.31	\$16,944.20	35	R
Spurgeon, Eileen	Clerk	\$6.00	\$3,120.00	10	R
Stalbaum, Lynn	Page	\$4.30	\$2,250.00	10	W
Standish, Jack	Janitor	\$6.50	\$9,425.00	29	R
Tachtiris, Jill	Specialist 1	\$7.75	\$16,120.00	40	D
Tanis, Tanya	Page	\$4.40	\$2,288.00	10	D
Thone, Betty	Clerk	\$6.00	\$1,560.00	5	D
Webster, Rachael	Clerk	\$4.75	\$3,939.00	15	D
Whited, Amber	Lib. Asst I	\$5.99	\$7,475.52	24	W
Wiers, Diane	Specialist 1	\$7.41	\$15,412.00	40	W
Woods, Peggy	Lib Asst I	\$5.00	\$10,040.00	40	W
York, Leanne	Librarian	\$11.06	\$23,177.00	40	D

Total

\$421,200.32

Balwa Lewis

Margaret Hohner

Margaret Cady

Clare Marie Egan

Miriam Sawyer

APR.

AGENDA.....April 11, 1994
Monthly Meeting Rensselaer Library
Jasper County Public Library Board of Trustees
7:00 PM

1. Moment of silence
2. Minutes
3. Bills/Financial Reports
 - 3.1 Bills to be allowed/ paychecks
 - 3.2 Financial statements
4. Director's report
 - 4.1 Building repairs report
 - 4.2 March Staff Development Day
 - 4.3 Staff request to attend workshop
 - 4.4 Upcoming meeting: Board Development Workshop
 - 4.5 State Fund application
5. ILF meeting discussion
6. Five year plan: 1995-1999
7. Wheatfield Business
8. DeMotte Business
 - 8.1 Permission for N.A. to hold weekly meetings
9. Rensselaer Business
10. Adjournment

MINUTES.....March 14, 1994
Monthly Meeting Rensselaer Library
Jasper County Public Library Board of Trustees
7:00 PM

Present: Mary Linda Casey, Anne-Marie Egan, Marge Hohner, Miriam Lawyer,
Barbara Leestma, Wilbur Doty.

1. **Minutes:** Minutes of the February 14 meeting were approved on a motion by M. Hohner, seconded by M. Lawyer.

2. **Bills and financial statements** were approved on a motion by M. Lawyer, seconded by A.M. Egan. A Salary Ordinance update (appended) was approved on a motion by B. Leestma, seconded by A. M. Egan. W. Doty voted against the motion.

3. A resolution to request an **advance draw** on the library's tax levy was unanimously approved on a motion by M. Hohner, seconded by M. Lawyer.

4. **Building repairs** will take place in April or May and will consist of lowering all plumbing and heating pipes which are more than 2 feet above the ceiling grid, removal of insulation below the pipes and draping of insulation over them. It will also include installation of insulation 3 inches above each recessed ceiling light fixture. The repair work will be done at no cost to JCPL.

5. The Director was instructed to make certain that piping to heaters in the attic space is drained and capped when the heaters are disconnected. She will also see if shut-off valves can be installed at strategic locations in the DeMotte plumbing system, so that water may be shut off to certain areas of the building if emergencies occur.

6. In other building related action, the Board instructed the Director to investigate the installation of additional lighting to make the Rensselaer entrance more welcoming at night and to make more visible the steps on the west side of the DeMotte Library. She was also asked to investigate the cost of installing identifying signage on the curved wall on the east side of the Rensselaer Library. She will also see that the railing along the stairway at DeMotte is painted, to cover chipped areas.

7. The Director will also determine the cost of paving the new parking lot at the Wheatfield Library.

8. The Director will investigate the possibility of receiving an extension on holding Construction Fund money until the Library has time to discover if repair work will solve all problems.

9. **Budget:** The Director noted that the staff has succeeded in keeping expenditures within the range necessary to meet the goal of using only 87% of the annual budget.

10. **Health insurance update:** A concern was raised that we are helping support a health care insurance policy which benefits Farm Bureau Insurance of Monticello, instead of Rensselaer. The Director will talk to the library's agent, Jim Gallina, to determine if he receives a commission from insurance sold. If he does, the Board would consider waiting for two years to change the payment recipient to Farm Bureau of Jasper County, so that taxpayer's money is not going out of the county when the same policy is available within the county.

11. **Workshops:** The Board approved payment of workshop expenses for Pam Ferber to attend a National Businesswomen's Leadership Association workshop on Powerful Communication Skills for Women and for Mary Martin to attend the annual conference of the Ohio Valley Group of Technical Services Librarians. Motion made by B. Leestma, seconded by A.M. Egan.

12. **Construction Fund expenditures:** The Board approved a motion by M. Lawyer, seconded by A. M. Egan, allowing the expenditure of an additional \$15,330 from contingency funds for furniture and equipment for the DeMotte and Rensselaer libraries.

13. **Five Year Plan:** In addition to the goals on which the Director stated the Library would concentrate in 1994, Board members asked that goals 7.4 and 7.8 be implemented:

7.4 Children's Librarian will develop an exciting program to teach library skills to children in conjunction with the Media Minds.

7.8 Rensselaer Headquarters Librarian will solicit copies of the winners of the RCS Young Authors Conference and KV Young Authors Conference to be cataloged and placed in the Rensselaer collection beginning in 1989.

14. **Policy changes:** On a motion by M. Lawyer, seconded by M.L. Casey, the Board approved all additions to policies as noted on the attached pages. All issues had previously been approved by the Board, but wording for inclusion in the policies had not been approved. W. Doty opposed the action.

15. **Monthly reports:** The Board agreed that the staff should accurately record reference questions during four weeks of the year, rather than inaccurately record them each day the library is open year round.

16. **Bad check:** A check for \$13.60 for payment of fines was returned for insufficient funds last fall. The Board requested that the check be resubmitted to the bank. Because of the small amount, if the check does not go through, no further action will be taken. The patron will not be allowed to borrow materials on her card until the fine is paid.

17. **Standing Committee Appointments:** The following appointments were made by W. Doty, Board president:

Budget Committee: W. Doty, A.M. Egan, M. Lawyer

Policy Committee: A.M. Egan, B. Leestma, B. Souza

Evaluation Committee: M.L. Casey, W. Doty, B. Leestma

There being no other business, the Board adjourned at 9:35 PM on a motion by M. Hohner, seconded by B. Leestma.

Margaret Hohner
Margaret Hohner, Secretary

Wilbur D. Doty
Attest: Wilbur Doty, President

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
March 1994

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
REGISTRATIONS				
Borrowers--Beginning of month:	4041	4359	1652	10052
Added this month	173	128	58	359
Withdrew this month	12	13	8	33
Total registered	4202	4474	1702	10378
Non-resident, paying	46	38		84
PLAC card users	3	5		8
Reciprocal borrowers	114	58	4	176
XX				
INTRALIBRARY LOANS FILLED	291	193	128	612
LOCAL HISTORY				
In person	1	27		28
Letters		6		6
IN-HOUSE USE - HARDWARE/SOFTWARE				
Computer agreements	16	98	36	150
Software used	16	110	54	180
VCR Use			1	1
Microforms		76		76
Other	10	7	1	18
XX				
INTERLIBRARY LOANS				
Requests made for:	81	100	17	198
Items rec'd for:	55	94	21	170
Items outstanding:	26	6	-4	28
Items from Indiana libraries	48	67	17	132
Items requested by other libraries	0			0
Items supplied to other libraries	0			0
Info requests answr'd for other libraries	0			0
Info sent to other libraries	0			0

CIRCULATION BY ITEM FINE CODE

March 1994

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	104	55	40	199
100 (1)	66	120	31	217
200 (2)	66	67	28	161
300 (3)	264	305	141	710
400 (4)	12	9	13	34
500 (5)	131	130	45	306
600 (6)	520	752	263	1535
700 (7)	275	321	113	709
800 (8)	59	94	20	173
900 (9)	223	236	77	536
B (10)	153	130	65	348
j000 (11)	10	25	9	44
j100 (12)	17	54	0	71
j200 (13)	19	14	4	37
j300 (14)	111	96	68	275
j400 (15)	19	2	1	22
j500 (16)	357	256	112	725
j600 (17)	179	139	45	363
j700 (18)	132	259	58	449
j800 (19)	30	34	4	68
j900 (20)	117	85	34	236
jB (21)	107	31	26	164
FIC (22)	1220	1709	540	3469
yaFIC (23)	72	155	40	267
LARGE PRINT (24)	53	109	26	188
jFIC (25)	336	440	194	970
jE (26)	1514	1766	686	3966
jER (27)	432	299	122	853
Magazines (28)	1021	611	412	2044
Games/Toys (29)	0	26	0	26
Filmstrips (30)	0	0	0	0
Microforms (31)	0	0	0	0
Cassettes (32)	118	174	27	319
jCassettes (33)	90	105	28	223
Compact Discs (34)	143	335	352	830
jCompact Discs (35)	2	2	2	6
Sound Recordings (36)	8	7	6	21
jSound Recordings (37)	4	5	3	12
Software (38)	0	0	0	0
Vertical File (39)	215	143	0	358
Equipment (40)	3	4	0	7
yapFIC (41)	273	118	120	511
jpFIC (42)	206	179	29	414
Reference (43)	59	95	22	176
Genealogy (44)	0	0	0	0
jMagazines (45)	122	47	10	179
VHS (46)	638	896	744	2278
Free reads	522	505	95	1122
Puzzles				0
Talking books		2		2
TOTAL	10022	10946	4655	25623

MONTH START		MONTH END	
V	T	V	T
O	I	O	I
L	T	L	T
U	L	U	L
M	E	M	E
E	S	E	S
S		S	

MONTH START		MONTH END	
V	T	V	T
O	I	O	I
L	T	L	T
U	L	U	L
M	E	M	E
E	S	E	S
S		S	

MONTH START		MONTH END	
V O L U M E S	T I T L E S	V O L U M E S	T I T L E S

		0	0									ADULT BOOKS
8014	7960	8049	7995	8912	8734	8975	8797	6293	6190	6325	6222	Fiction
9300	7904	9396	7985	15684	14027	15734	14064	5730	4394	5785	4441	Nonfiction
												CHILDREN'S BKS
5678	5569	5686	5577	7694	7285	7725	7316	4721	4618	4734	4631	Fiction
3679	3551	3723	3595	6496	5941	6555	6000	3066	2890	3096	2920	Nonfiction
		0	0			0	0			0	0	MAGAZINES, ADLT
		0	0			0	0			0	0	MAGAZINES, CH
2	2	2	2	388	176	388	176	3	3	3	3	GRAPHIC MAT'L
		0	0			0	0			0	0	MICROFORMS
831	703	834	706	1824	1285	1831	1292	1184	1046	1189	1051	SOUND REC,ADULT
		0	0			0	0			0	0	SOUND REC., CH
		1	1			1	1			1	1	CD ROM SOFTWARE
4	2	4	2	102	38	102	38	113	58	113	58	SOFTWARE
		0	0			52	52			0	0	VERTICAL FILE
540	516	553	529	688	664	694	670	506	453	511	458	VHS
		0	0			0	0			0	0	EQUIPMENT
28048	26207	28248	26392	41788	38150	42057	38406	21616	19652	21757	19785	TOTAL
XXX XXXXX XXXXX XXXXX XXXXX XXXXXXXXXXXX												

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
March 1994

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
REGISTRATIONS				
Borrowers--Beginning of month:	4041	4359	1652	10052
Added this month	173	128	58	359
Withdrew this month	12	13	8	33
Total registered	4202	4474	1702	10378
Non-resident, paying				0
PLAC card users				0
Reciprocal borrowers				0
XX				
INTRALIBRARY LOANS FILLED	291	193	128	612
LOCAL HISTORY				
In person	1	27		28
Letters		6		6
IN-HOUSE USE - HARDWARE/SOFTWARE				
Computer agreements	16	98	36	150
Software used	16	110	54	180
VCR Use			1	1
Microforms		76		76
Other	10	7	1	18
XX				
INTERLIBRARY LOANS				
Requests made for:	81	100	17	198
Items rec'd for:	55	94	21	170
Items outstanding:	26	6	-4	28
Items from Indiana libraries	48	67	17	132
Items requested by other libraries	0			0
Items supplied to other libraries	0			0
Info requests answr'd for other libraries	0			0
Info sent to other libraries	0			0

CIRCULATION BY PATRON CODE
March 1994

	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
PATRONS	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total
Adult Male (0)	1102	11.9%	1162	11.4%	510	11.2%	2774	11.6%
Adult Female (1)	5061	54.8%	4980	48.8%	2498	55.0%	12539	52.3%
Juvenile 0-11 (2)	1582	17.1%	1816	17.8%	758	16.7%	4156	17.3%
YA 12-17 (3)	601	6.5%	805	7.9%	537	11.8%	1943	8.1%
Nonresident No Fee (4)	145	1.6%	290	2.8%	10	0.2%	445	1.9%
Board/Staff (5)	277	3.0%	454	4.5%	218	4.8%	949	4.0%
School (6)	0	0.0%	224	2.2%	0	0.0%	224	0.9%
St. Joseph College (7)	0	0.0%	31	0.3%	0	0.0%	31	0.1%
State Library Card (8)	1	0.0%	5	0.0%	6	0.1%	12	0.1%
Nonresident Fee (9)	188	2.0%	138	1.4%	0	0.0%	326	1.4%
Corporate (10)	0	0.0%	90	0.9%	0	0.0%	90	0.4%
Reciprocal (11)	272	2.9%	203	2.0%	2	0.0%	477	2.0%
Total	9229		10198		4539		23966	
Total items borrowed by nonresidents	606	6.6%	891	8.7%	18	0.4%	1515	6.3%

CIRCULATION BY PATRON CODE
1993-1994

DEMOTTE

PATRONS	4/93	5/93	6/93	7/93	8/93	9/93	10/93	11/93	12/93	1/94	2/94	3/94	Avg.
Adult Male (0)	11.9%	11.0%	6.1%	8.7%	11.4%	13.4%	10.9%	12.9%	14.2%	14.8%	13.1%	11.9%	11.7%
Adult Female (1)	57.1%	52.6%	44.3%	48.8%	51.0%	56.9%	59.3%	57.1%	54.7%	55.7%	54.0%	54.8%	53.9%
Juvenile 0-11 (2)	12.7%	15.4%	34.2%	23.8%	19.5%	11.8%	14.7%	15.4%	12.1%	15.6%	15.2%	17.1%	17.3%
YA 12-17 (3)	9.1%	10.7%	8.3%	9.1%	8.4%	9.0%	6.8%	7.1%	9.8%	5.9%	8.0%	6.5%	8.2%
Nonresident No Fee (4)	0.6%	1.9%	0.4%	0.9%	0.7%	1.2%	1.4%	0.7%	0.6%	0.7%	1.3%	1.6%	1.0%
Board/Staff (5)	3.9%	3.7%	2.8%	3.9%	4.3%	3.7%	3.1%	3.2%	3.6%	3.9%	3.9%	3.0%	3.6%
School (6)	0.0%	0.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
St. Joseph College (7)	0.0%	0.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
State Library Card (8)	0.0%	0.0%	0.0%	0.0%	0.1%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Nonresident Fee (9)	2.5%	2.7%	1.9%	2.1%	2.2%	1.8%	1.4%	1.5%	2.1%	1.6%	1.6%	2.0%	2.0%
Corporate (10)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Reciprocal (11)	2.1%	1.7%	1.9%	2.7%	2.4%	2.1%	2.3%	2.0%	2.9%	1.7%	2.8%	2.9%	2.3%

RENSSELAER

PATRONS	4/93	5/93	6/93	7/93	8/93	9/93	10/93	11/93	12/93	1/94	2/94	3/94	Avg.
Adult Male (0)	10.2%	10.8%	8.0%	10.9%	10.5%	10.5%	10.5%	11.1%	15.8%	13.9%	10.5%	11.4%	11.2%
Adult Female (1)	45.7%	49.2%	47.3%	46.9%	51.0%	51.6%	49.9%	47.3%	46.8%	48.1%	49.1%	48.8%	48.5%
Juvenile 0-11 (2)	19.1%	17.5%	26.1%	21.3%	17.8%	19.5%	18.2%	19.1%	16.8%	17.8%	21.8%	17.8%	19.4%
YA 12-17 (3)	11.5%	9.2%	8.2%	8.8%	8.5%	7.4%	9.0%	10.6%	9.5%	7.1%	6.7%	7.9%	8.7%
Nonresident No Fee (4)	1.8%	2.8%	1.9%	2.0%	2.5%	1.7%	2.2%	1.9%	2.2%	1.4%	1.6%	2.8%	2.1%
Board/Staff (5)	5.9%	4.9%	4.3%	5.1%	5.6%	3.9%	5.2%	5.0%	4.6%	6.7%	4.8%	4.5%	5.0%
School (6)	2.4%	2.1%	0.9%	1.1%	0.8%	1.2%	1.2%	1.6%	1.6%	1.3%	1.5%	2.2%	1.5%
St. Joseph College (7)	0.5%	0.3%	0.4%	0.1%	0.2%	0.6%	0.5%	0.5%	0.4%	0.2%	0.5%	0.3%	0.4%
State Library Card (8)	0.0%	0.0%	0.1%	0.1%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Nonresident Fee (9)	0.8%	0.9%	1.1%	1.2%	1.4%	1.1%	1.3%	1.1%	1.6%	1.2%	1.4%	1.4%	1.2%
Corporate (10)	1.9%	1.6%	1.3%	1.6%	0.7%	1.1%	0.9%	0.8%	0.4%	1.2%	0.8%	0.9%	1.1%
Reciprocal (11)	0.3%	0.5%	0.5%	0.9%	1.1%	1.2%	1.1%	0.9%	0.4%	1.0%	1.4%	2.0%	0.9%

WHEATFIELD

PATRONS	4/93	5/93	6/93	7/93	8/93	9/93	10/93	11/93	12/93	1/94	2/94	3/94	Avg.
Adult Male (0)	10.4%	10.2%	6.7%	7.3%	10.7%	14.8%	11.6%	14.6%	15.8%	14.0%	12.9%	11.2%	11.7%
Adult Female (1)	63.2%	61.7%	49.9%	49.1%	56.9%	61.0%	58.9%	53.0%	54.9%	56.3%	51.7%	55.0%	56.0%
Juvenile 0-11 (2)	10.7%	13.8%	30.0%	26.2%	15.2%	8.8%	15.0%	17.3%	10.9%	16.0%	17.6%	16.7%	16.5%
YA 12-17 (3)	9.2%	7.0%	8.0%	11.4%	9.3%	8.7%	6.1%	7.4%	9.9%	6.1%	11.3%	11.8%	8.9%
Nonresident No Fee (4)	0.3%	0.7%	0.0%	0.0%	0.0%	0.6%	0.8%	0.1%	0.1%	0.3%	0.3%	0.2%	0.3%
Board/Staff (5)	6.0%	6.6%	5.1%	5.9%	7.9%	6.1%	7.5%	7.7%	8.4%	6.8%	5.7%	4.8%	6.5%
School (6)	0.0%	0.0%	0.1%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
St. Joseph College (7)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
State Library Card (8)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.1%	0.4%	0.1%	0.1%
Nonresident Fee (9)	0.0%	0.0%	0.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.1%	0.0%	0.0%
Corporate (10)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Reciprocal (11)	0.1%	0.0%	0.0%	0.1%	0.0%	0.0%	0.1%	0.0%	0.0%	0.3%	0.0%	0.0%	0.1%

JASPER COUNTY PUBLIC LIBRARY PROGRAMS
March 1994

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Children's Programs (0-13)	18	6	5	29
Number attending	359	119	47	525
YA Programs (14-17)				0
Number attending		2		2
Adult Programs	4	4	3	11
Number attending	50	86	43	179
Senior Citizen Programs	1	3		4
Number attending	20	24		44
TOTAL NO. OF PROGRAMS	23	13	8	44
TOTAL PERSONS ATTENDING	429	231	90	750

1994 Operating Budget

In an attempt to spend only 87% of our budget, our goal is to spend no more than \$65,410 per month. Figures below show what is actually spent each month and how close we are to meeting that goal. (Figures in the last column on lines for upcoming months should be ignored.)

	Disbursements	Over-Under Budget	
January	\$54,039.39	\$11,370.61	
February	\$60,971.21	\$15,809.40	
March	\$67,216.53	\$14,002.87	
April		\$79,412.87	
May		\$144,822.87	
June		\$210,232.87	
July		\$275,642.87	
August		\$341,052.87	
September		\$406,462.87	
October		\$471,872.87	
November		\$537,282.87	
December		\$602,692.87	

**Jasper County Public Library
Censorship Workshop Evaluation
March 18, 1994**

What did you find most valuable from the information provided today?

1. Role playing done correctly and incorrectly
 2. How to deal with patrons complaining about materials (2)
 3. Exactly how to handle patron complaints(2): learning what to say, breaking into small groups
 4. That opinions are always going to be here. We have to learn how to deal with them. We were given good ways of handling them.
 5. Role playing (2); small group discussions
 6. Handling your own personal feelings about library materials
 7. Why we have the materials we have
- Others said all was valuable; good presentation; everything was helpful; put together well;

What information was least valuable to you personally?

1. Howard Stern
 2. Video (2)
- Others said all was important to the making of well-rounded workshop; all was informative and valuable.

How do you feel about the quantity of information presented?

- ☐ Too much information all at once
- ☐ Not enough new information presented
- ☒ More time was needed for discussion
- ☒ Amount of information presented was correct for available time

How could we have made this workshop more valuable for you?

"I don't think you can. It was a really good program." "Everything was good; you answered all of my questions." "It was great on the whole." "You did a fine job with presenting all sides." No other answers to the question.

What other topics would you like addressed in in-house workshops?

1. Emergency procedures
2. How to retrieve long overdue materials and large fines
3. How to display nonfiction books such as those on the following subjects which could raise a lot of concern, but should not be overlooked: child abuse, rape, horror.

Do you have an expertise that you would like to present in a future workshop?

No one answered.

How long have you worked in the library:

 7 0-3 years

 10 4+ years

FINANCIAL REPORT BY FUND
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 31 Mar 94

FUND #	DESCRIPTION	BEGINNING BALANCE	RECEIPTS THIS MONTH	RECEIPTS YEAR-TO-DATE	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	BALANCE
100	OPERATING FUND	90365.51	3013.73	8784.90	67216.53	182227.13	26162.71
101	PUBLIC LIBRARY ACCESS CARD	32.00	16.00	48.00	.00	33.54	48.00
	GIFT FUNDS						
110.01	DEMOTTE GIFT FUND	2715.70	15.00	25.00	.00	.00	2730.70
110.02	RENSSELAER GIFT FUND	1534.82	50.00	85.00	65.70	130.58	1519.12
110.03	WHEATFIELD GIFT FUND	732.91	80.00	145.00	.00	.00	812.91
	BOND AND INTEREST						
120.02	WHEATFIELD BOND AND INTEREST	.00	.00	.00	.00	.00	.00
120.03	RENS & DEM BOND AND INTEREST	130001.32	.00	.00	.00	.00	130001.32
130	LIRF FUND	17645.73	.00	.00	.00	.00	17645.73
	INVESTMENTS						
140.01	OPERATING FUND INVESTMENTS	.00	.00	.00	.00	.00	.00
140.02	LIRF INVESTMENTS	.00	.00	.00	.00	.00	.00
140.03	DEMOTTE BOND AND INTEREST	.00	.00	.00	.00	.00	.00
140.04	WHEATFIELD BOND AND INTEREST	.00	.00	.00	.00	.00	.00
	PETTY CASH						
150.01	DEMOTTE PETTY CASH	30.00	.00	.00	.00	.00	30.00
150.02	RENSSELAER PETTY CASH	60.00	.00	.00	.00	.00	60.00
150.03	WHEATFIELD PETTY CASH	30.00	.00	.00	.00	.00	30.00
160	RECIPROCAL BORROWING FUND	.00	.00	.00	.00	.00	.00
170	LEVY EXCESS FUND	.00	.00	.00	.00	.00	.00
180	CONSTRUCTION FUND	67965.21	.00	1156.60	.00	6250.64	67965.21
190	CASH CHANGE FUND	80.00	.00	.00	.00	.00	80.00
	WITHHOLDING ACCOUNTS						
200.01	FIT TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.02	FICA TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.03	GIT TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.04	CO TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.05	IND.DEFERRED COMPENSATION	.00	.00	.00	.00	.00	.00
200.06	BONDS PURCHASED	.00	.00	.00	.00	.00	.00
200.07	HEALTH INSURANCE	683.53	.00	.00	766.87	438.27	-83.34
200.08	P.E.R.F.	1779.33	.00	.00	-878.17	-159.66	2657.50
200.09	GARNISHMENTS	.00	.00	.00	.00	.00	.00
-TOTAL ALL FUNDS-		313656.06	3174.73	10244.50	67170.93	188920.50	249659.86

{-----BANK BALANCES-----}
DATE {31 Mar 94}

A1 {BANK ONE CHECKING	}	B1 {	79823.77}
A2 {CONSTRUCTION FUND SAVINGS ACCT}	}	B2 {	67965.21}
A3 {CERTIFICATE OF DEPOSIT #2	}	B3 {	0.00}
A4 {FIRST OF AMERICA	}	B4 {	33231.64}
A5 {DEMOTTE STATE BANK	}	B5 {	39151.60}
A6 {INDIANA FEDERAL	}	B6 {	13554.44}
A7 {NBD BANK	}	B7 {	12507.19}
A8 {FIRST FEDERAL SAVINGS BANK	}	B8 {	3426.01}
A9 {	}	B9 {	0.00}
-----		-----	
TOTAL		B10{	249659.86}

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----
31 Mar 94

OPERATING FUND ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	% SPEN
1.11	SALARY OF LIBRARIAN	37606.00	.00	37606.00	3133.86	9363.15	28242.85	25%
1.12	SALARY OF ASSISTANTS	374642.00	.00	374642.00	28992.62	87772.79	286869.21	23%
1.13	WAGES OF JANITORS	17056.00	.00	17056.00	1232.54	3833.57	13222.43	22%
1.21	EMPLOYER'S SHARE-FICA	32893.00	.00	32893.00	2552.01	7724.27	25168.73	23%
1.22	UNEMPLOYMENT COMPENSATION	1224.00	.00	1224.00	.00	5.76	1218.24	.5
1.23	EMPLOYER'S CONTRIBUTION - PERF	22277.00	.00	22277.00	.00	5203.64	17073.36	23%
1.24	EMPLOYER'S CONTRIBUTION - INS.	12000.00	.00	12000.00	390.00	390.00	11610.00	3%
1.31	OTHER PERSONAL SERVICES	1500.00	.00	1500.00	11.38	154.38	1345.62	10%
2.11	OFFICIAL RECORDS	800.00	.00	800.00	.00	41.68	758.32	5%
2.12	STATIONERY AND PRINTING	500.00	.00	500.00	.00	.00	500.00	0%
2.13	OTHER OFFICE SUPPLIES	4500.00	.00	4500.00	344.68	1205.51	3294.49	27%
2.21	CLEANING & SANITATION SUPPLIES	5500.00	.00	5500.00	56.76	745.15	4754.85	14%
2.22	FUEL, OIL & LUBRICANTS	20.00	.00	20.00	.00	.00	20.00	0%
2.23	OTHER OPERATING SUPPLIES	1000.00	.00	1000.00	277.06	598.64	401.36	60%
2.31	BUILDING MATERIALS & SUPPLIES	600.00	.00	600.00	74.25	162.10	437.90	27%
2.32	PAINT AND PAINTING SUPPLIES	200.00	.00	200.00	.00	.00	200.00	0%
2.33	REPAIR PARTS	250.00	.00	250.00	.00	.00	250.00	0%
2.41	LIBRARY SUPPLIES	4500.00	.00	4500.00	110.63	768.48	3731.52	17%
2.42	AUTOMATION SUPPLIES	5000.00	.00	5000.00	22.48	761.40	4238.60	15%
3.11	CONSULTING SERVICES	.00	.00	.00	.00	.00	.00	0%
3.12	ENGINEERING & ARCH. SERVICES	500.00	.00	500.00	.00	.00	500.00	0%
3.13	LEGAL SERVICES	1500.00	.00	1500.00	.00	.00	1500.00	0%
3.14	OTHER PROFESSIONAL SERVICES	1000.00	.00	1000.00	.00	.00	1000.00	0%
3.21	TELEPHONE	23500.00	.00	23500.00	1515.85	4938.83	18561.17	21%
3.22	POSTAGE	5000.00	.00	5000.00	.00	808.55	4191.45	16%
3.23	TRAVELING EXPENSE	3500.00	.00	3500.00	120.50	339.75	3160.25	10%
3.24	PROFESSIONAL MEETINGS	3500.00	.00	3500.00	297.60	1340.20	2159.80	38%
3.25	FREIGHT	50.00	.00	50.00	.00	.00	50.00	0%
3.31	ADVERTISING & PUBLIC NOTICES	800.00	.00	800.00	.00	29.65	770.35	4%
3.32	OTHER PRINTING	600.00	.00	600.00	.00	.00	600.00	0%
3.41	OFFICIAL BONDS	500.00	.00	500.00	.00	50.00	450.00	10%
3.42	OTHER INSURANCE	13400.00	.00	13400.00	.00	.00	13400.00	0%
3.51	GAS	32000.00	.00	32000.00	3038.60	8969.32	23030.68	28%
3.52	ELECTRICITY	55000.00	.00	55000.00	4930.67	9873.63	45126.37	18%
3.53	WATER	1500.00	.00	1500.00	128.63	316.89	1183.11	21%
3.54	WASTE DISPOSAL SERVICES	2800.00	.00	2800.00	220.47	702.28	2097.72	25%
3.61	BUILDING & STRUCTURES	9000.00	.00	9000.00	1420.00	4891.32	4108.68	54%
3.62	EQUIPMENT	2500.00	.00	2500.00	283.05	524.39	1975.61	21%
3.71	REAL ESTATE	.00	.00	.00	.00	.00	.00	0%
3.72	EQUIPMENT	250.00	.00	250.00	31.45	104.85	145.15	42%
3.8	DEBT SERVICE	.00	.00	.00	.00	.00	.00	0%
3.91	DUES	2200.00	.00	2200.00	.00	50.00	2150.00	2%
3.92	INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.00	.00	0%
3.93	TAXES & ASSESSMENTS	.00	.00	.00	.00	.00	.00	0%
3.94	TRANSFER TO LIRF	7000.00	.00	7000.00	.00	.00	7000.00	0%
3.95	SERVICE CONTRACTS	16670.00	.00	16670.00	396.84	1964.14	14705.86	12%
3.96	PETTY CASH	120.00	.00	120.00	.00	.00	120.00	0%
3.97	INTERVIEWING & MOVING EXP.	250.00	.00	250.00	.00	.00	250.00	0%
3.98	MAINTENANCE CONTRACTS	30000.00	.00	30000.00	94.00	684.00	29316.00	2%
4.1	LAND	.00	.00	.00	.00	.00	.00	0%
4.2	BUILDINGS	.00	.00	.00	.00	.00	.00	0%
4.3	IMPROVEMENTS OTHER THAN BUILD.	.00	275.00	275.00	.00	.00	275.00	0%
4.4	FURNITURE & EQUIPMENT	5000.00	3827.90	8827.90	.00	3827.90	5000.00	43%
4.51	BOOKS	115000.00	.00	115000.00	7047.76	12672.18	102327.82	11%
4.52	PERIODICALS & NEWSPAPERS	35000.00	.00	35000.00	10152.54	11068.43	23931.57	32%
4.53	NONPRINTED MATERIALS	12000.00	.00	12000.00	340.30	340.30	11659.70	3%
	-TOTAL-	902208.00	4102.90	906310.90	67216.53	182227.13	724083.77	20%

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208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

31 Mar 94

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
003573	00260	MARY K. MARTIN	860.35	10 MAR 94	PAYROLL
003563	00261	CHARLOTTE FAGEN	587.53	10 MAR 94	PAYROLL
003578	00262	SHARON SCHULENBERG	390.53	10 MAR 94	PAYROLL
003582	00263	JILL TACHTIRIS	410.07	10 MAR 94	PAYROLL
003570	00264	JOAN KOPANDA	341.47	10 MAR 94	PAYROLL
003586	00265	DIANE WIERS	370.08	10 MAR 94	PAYROLL
003575	00266	KATHLEEN PADGITT	364.79	10 MAR 94	PAYROLL
003576	00267	BONNIE POWELL	313.92	10 MAR 94	PAYROLL
003557	00268	GLENDA BROWN	398.93	10 MAR 94	PAYROLL
003569	00269	DIANA KOBY	102.58	10 MAR 94	PAYROLL
003579	00270	EILEEN SPURGEON	110.82	10 MAR 94	PAYROLL
003561	00271	LYNN DAUGHERTY	1034.69	10 MAR 94	PAYROLL
003559	00272	RENEE CARR	276.43	10 MAR 94	PAYROLL
003585	00273	WHITED, AMBER	162.44	10 MAR 94	PAYROLL
003567	00274	ROSE E. HOWARD	419.18	10 MAR 94	PAYROLL
003564	00275	PAMELA FERBER	613.61	10 MAR 94	PAYROLL
003565	00276	KIMBERLY GARWOOD	804.77	10 MAR 94	PAYROLL
003562	00277	JULIE EISELE	98.01	10 MAR 94	PAYROLL
003555	00278	MARLENE BEEDLE	241.89	10 MAR 94	PAYROLL
003574	00279	CAROL MITCHELL	304.98	10 MAR 94	PAYROLL
003554	00280	BACHMAN, CAROL	321.57	10 MAR 94	PAYROLL
003568	00281	GAIL M. JUNG	586.37	10 MAR 94	PAYROLL
003583	00282	TANYA JO TANIS	65.55	10 MAR 94	PAYROLL
003577	00283	PATRICIA A. REED	329.04	10 MAR 94	PAYROLL
003558	00284	JILL M. BYKERK	55.87	10 MAR 94	PAYROLL
003584	00285	WEBSTER, RACHAEL D.	70.62	10 MAR 94	PAYROLL
003556	00286	JULIE A. BEST	84.89	10 MAR 94	PAYROLL
003560	00287	KATHLEEN M. CAVANAUGH	527.50	10 MAR 94	PAYROLL
003566	00288	JENNIFER M. HENDRICKS	61.49	10 MAR 94	PAYROLL
003572	00289	SHARON K. LEWIS	93.59	10 MAR 94	PAYROLL
003580	00290	LYNN M. STALBAUM	37.36	10 MAR 94	PAYROLL
003588	00291	LEANNE YORK	707.08	10 MAR 94	PAYROLL
003571	00292	PAMELA D. KYLE	33.65	10 MAR 94	PAYROLL
003581	00293	JACK STANDISH	312.09	10 MAR 94	PAYROLL
003587	00294	MARGARET M. WOODS	288.42	10 MAR 94	PAYROLL
012698	00295	BANK ONE	3948.10	10 MAR 94	FICA & FED TAXES WITHHELD 10
012699	00296	INDIANA DEFERRED COMPENSATIO	135.00	10 MAR 94	WITHHELD FROM 10 MAR 94 PAYR
012700	00297	LDDS COMMUNICATIONS	651.18	10 MAR 94	DATA LINES-FEBRUARY TELEPHON
012701	00298	NORTHWESTERN INDIANA TELEPHO	117.41	10 MAR 94	DEMOTTE TELEPHONE-MARCH
012702	00300	TOWN OF DEMOTTE, c/o DEMOTTE	18.59	10 MAR 94	SEWAGE-DEMOTTE-JANUARY SERVI
012703	00302	TOWN OF DEMOTTE, c/o DEMOTTE	18.72	10 MAR 94	SEWER-DEMOTTE-JANUARY SERVIC
012702	00303	TOWN OF DEMOTTE, c/o DEMOTTE	-18.59	10 MAR 94	VOID CHECK & VOUCHER #00300
012705	00304	A AND R NEWS AGENCY	83.70	14 MAR 94	CHGO. TRIBUNE SUBSC.-RENS.TO
012706	00305	ACE HARDWARE	14.98	14 MAR 94	ICE MELT CRYSTALS
012707	00306	ACORDIA PERSONAL BENEFITS, I	1008.31	14 MAR 94	QTLY. INSURANCE PREMIUM-4/1
012708	00307	ASSOCIATED LIBRARIES, INC.	20.47	14 MAR 94	BOOKS
012709	00308	AUSTIN BOOK SALES	107.04	14 MAR 94	BOOKS
012710	00309	AVC CORPORATION	94.00	14 MAR 94	ACCT.COMPUTER SERV. AGREEMEN

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208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

31 Mar 94

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
012711	00310	BAKER & TAYLOR	4125.94	14 MAR 94	BOOKS
012712	00311	BAKER & TAYLOR	557.42	14 MAR 94	CONTINUATIONS-BOOKS
012713	00312	BEN FRANKLIN	7.33	14 MAR 94	FELT SQUARES-WH.CHD;GLUE-DEM
012714	00313	BIERMA HARDWARE, INC.	32.45	14 MAR 94	ICE MELT,ROOM THERMOMETER-WH
012715	00314	CENTRAL STATES SALES CORPORA	92.86	14 MAR 94	PROJ. BULBS & SMALL SPOT BUL
012716	00315	CHARLOTTE FAGEN	13.25	14 MAR 94	MILEAGE
012717	00316	CITY OF RENSSELAER	2784.31	14 MAR 94	FEB. UTILITIES-RENS.
012718	00317	COAST TO COAST	35.88	14 MAR 94	FURNITURE POLISH
012719	00318	CROWN COMPUTER	95.49	14 MAR 94	COMPUTER REPAIRS-DEMOTTE
012720	00319	CURRENT LEADERS PUBLISHING C	147.00	14 MAR 94	RENEWAL SUBSCRIPTIONS-PERIOD
012721	00320	CUSTOM LAWN CARE	150.00	14 MAR 94	SNOW REMOVAL-RENS. 2/4 THRU
012722	00321	EBSCO SUBSCRIPTION SERVICES	9641.08	14 MAR 94	ANNUAL SUBSCRIPTION-LESS .3%
012723	00322	DEMCO	294.14	14 MAR 94	BOOK TAPE, BOOK POCKETS, V.F
012724	00323	FACTS ON FILE, INC.	15.49	14 MAR 94	BOOKS
012725	00324	FASE'S	74.25	14 MAR 94	REDOUT-DEMOTTE
012726	00325	FOREST HOUSE PUBLISHING CO.,	186.25	14 MAR 94	BOOKS
012727	00326	GAIL JUNG	63.00	14 MAR 94	MILEAGE
012728	00327	GAYLORD BROS.	22.48	14 MAR 94	OVERDUE NOTICES
012729	00328	HANDCRAFT SPECIALTIES	30.09	14 MAR 94	VIDEO TAPE REPAIRS
012730	00329	HANSEN'S SNOW REMOVAL	1610.00	14 MAR 94	SNOW REMOVAL-DEMOTTE 1/26 TO
012731	00330	HARTMAN'S VAC SHOP	7.00	14 MAR 94	REPAIRS TO VACUUM
012732	00331	HIGGINSON BOOK COMPANY	65.70	14 MAR 94	GIFT FUND BOOK
012733	00332	HOOK'S DRUG #162	27.00	14 MAR 94	JANUARY & FEBRUARY SUNDAY PA
012734	00333	INDIANA LEGISLATIVE SOURCEBO	21.00	14 MAR 94	BOOKS
012735	00334	KIMBERLY GARWOOD	95.35	14 MAR 94	MILEAGE,LUNCH,CASSETTES-2/16
012736	00335	MARGE HOHNER	13.00	14 MAR 94	MILEAGE -2/14/94 BOARD MTG.
012737	00336	MARTZ PLUMBING & HEATING	109.57	14 MAR 94	REPAIRS TO WATER FOUNTAIN-RE
012738	00337	MIDWEST VISUAL EQUIPMENT CO.	17.89	14 MAR 94	OVERHEAD PROJECTOR REPAIR PA
012739	00338	NIPSCO	5495.54	14 MAR 94	DEM.& WHEATF.- UTILITIES-FEB
012740	00339	PAM FERBER	282.86	14 MAR 94	REIMBURSED PREPAID INS.PREMI
012741	00341	PATRICIA REED	11.00	14 MAR 94	MILEAGE-Y.A. WORKSHOP-3/1/94
012742	00342	PHILIP E. HOWARD	161.38	14 MAR 94	JANITORIAL WORK-D.& SNOW REM
012743	00343	POSTMASTER	21.50	14 MAR 94	ANNUAL P.O. BOX RENTAL-DEM.
012744	00344	QUEEN CITY UNIFORMS	6.50	14 MAR 94	NAMETAG
012745	00345	QUILL	342.84	14 MAR 94	FILE FOLDERS, RIBBONS, LABEL
012746	00346	RAYBURN HEATING & COOLING	10.00	14 MAR 94	REPAIRS TO PLUMBING PIPES-DE
012747	00347	REED REFERENCE PUBLISHING	294.78	14 MAR 94	CHLD.BIP & SUBJ.GUIDE TO CHL
012748	00348	RUSS' PRINT SHOP	70.00	14 MAR 94	BOOKMARKS-DEM. SUMMER READIN
012749	00349	SECURITY COURIERS, INC.	396.84	14 MAR 94	TRANSPORT-THRU 2/4/94
012750	00350	SELECTVIDEO	270.40	14 MAR 94	VIDEOS
012751	00351	SIMPLEX TIME RECORDER CO.	36.00	14 MAR 94	REPAIRS-REPROGRAM DIALER TAP
012752	00352	SOCIAL ISSUES RESOURCES SERI	170.00	14 MAR 94	ANNUAL UPDATE-PERIODICALS
012753	00353	SPRINT PUBLISHING & ADVERTIS	670.05	14 MAR 94	PHONEBOOKS
012754	00354	STECK-VAUGHN COMPANY	641.48	14 MAR 94	BOOKS
012755	00355	TEETERS CULLIGAN	29.75	14 MAR 94	COOLER RENTAL & WATER-WH.-MA
012756	00356	THE TIMES	36.60	14 MAR 94	NEWSPAPER-QTLY.PYMT.-DEMOTTE
012757	00357	VIDETTE MESSENGER	109.80	14 MAR 94	ANNUAL SUBSCRIPTION-WHEATFIE
012758	00358	WILDERNESS VIDEO	84.36	14 MAR 94	VIDEOS

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208 W. SUSAN STREET
RENSSELAER, IN 47978-2447

31 Mar 94

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
003609	00359	MARY K. MARTIN	870.35	25 MAR 94	PAYROLL
003599	00360	CHARLOTTE FAGEN	587.53	25 MAR 94	PAYROLL
003614	00361	SHARON SCHULENBERG	481.70	25 MAR 94	PAYROLL
003618	00362	JILL TACHIRIS	496.81	25 MAR 94	PAYROLL
003606	00363	JOAN KOPANDA	382.27	25 MAR 94	PAYROLL
003622	00364	DIANE WIERS	463.03	25 MAR 94	PAYROLL
003611	00365	KATHLEEN PADGITT	453.92	25 MAR 94	PAYROLL
003612	00366	BONNIE POWELL	362.69	25 MAR 94	PAYROLL
003593	00367	GLENDA BROWN	481.88	25 MAR 94	PAYROLL
003605	00368	DIANA KOBY	102.58	25 MAR 94	PAYROLL
003615	00369	EILEEN SPURGEON	105.28	25 MAR 94	PAYROLL
003597	00370	LYNN DAUGHERTY	1034.69	25 MAR 94	PAYROLL
003595	00371	RENEE CARR	348.95	25 MAR 94	PAYROLL
003621	00372	WHITED, AMBER	229.50	25 MAR 94	PAYROLL
003603	00373	ROSE E. HOWARD	533.45	25 MAR 94	PAYROLL
003600	00374	PAMELA FERBER	613.61	25 MAR 94	PAYROLL
003601	00375	KIMBERLY GARWOOD	810.47	25 MAR 94	PAYROLL
003598	00376	JULIE EISELE	132.66	25 MAR 94	PAYROLL
003591	00377	MARLENE BEEDLE	241.89	25 MAR 94	PAYROLL
003610	00378	CAROL MITCHELL	330.54	25 MAR 94	PAYROLL
003590	00379	BACHMAN, CAROL	389.72	25 MAR 94	PAYROLL
003604	00380	GAIL M. JUNG	593.36	25 MAR 94	PAYROLL
003619	00381	TANYA JO TANIS	75.23	25 MAR 94	PAYROLL
003613	00382	PATRICIA A. REED	400.27	25 MAR 94	PAYROLL
003594	00383	JILL M. BYKERK	63.61	25 MAR 94	PAYROLL
003620	00384	WEBSTER, RACHAEL D.	131.19	25 MAR 94	PAYROLL
003592	00385	JULIE A. BEST	111.37	25 MAR 94	PAYROLL
003596	00386	KATHLEEN M. CAVANAUGH	534.50	25 MAR 94	PAYROLL
003602	00387	JENNIFER M. HENDRICKS	77.32	25 MAR 94	PAYROLL
003608	00388	SHARON K. LEWIS	93.59	25 MAR 94	PAYROLL
003616	00389	LYNN M. STALBAUM	86.99	25 MAR 94	PAYROLL
003624	00390	LEANNE YORK	707.08	25 MAR 94	PAYROLL
003607	00391	PAMELA D. KYLE	67.28	25 MAR 94	PAYROLL
003617	00392	JACK STANDISH	363.53	25 MAR 94	PAYROLL
003623	00393	MARGARET M. WOODS	344.38	25 MAR 94	PAYROLL
012759	00394	BANK ONE	4423.82	25 MAR 94	FICA & FED TAX WITHHELD 25 M
012760	00395	INDIANA DEFERRED COMPENSATIO	135.00	25 MAR 94	WITHHELD FROM 25 MAR 94 PAYR
012761	00396	INDIANA DEPARTMENT OF REVENUE	1371.26	25 MAR 94	STATE & COUNTY TAX WITHHELD
012762	00397	HAMPTON INN	103.40	25 MAR 94	LODGING-M. MARTIN, 5/18 & 5/
012763	00398	INDIANA LIBRARY FEDERATION	55.00	25 MAR 94	ILF CONFERENCE-4/7/94
012764	00399	NATIONAL BUSINESSWOMEN'S LEA	69.00	25 MAR 94	FERBER-POWERFULL COMMUNICATI
012765	00400	OVGSL	65.00	25 MAR 94	TECH. SERV. LIBRARIANS CONFE
012766	00401	UNITED TELEPHONE COMPANY	747.26	25 MAR 94	MARCH SERVICE-WHEAT.& RENS.
012641	00402	CIRCLE "R" ELECTRIC, INC.	-360.00	30 MAR 94	VOID CHECK & VOUCHER #00165

--TOTAL AMOUNT OF CLAIMS-- 67170.93

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 67170.93. Dated 11 APR 94.

_____	_____
_____	_____
_____	_____
_____	_____

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

MARCH 1994

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	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES.....			\$1,777.01	\$4,730.09
DeMotte	\$569.05	\$1,554.19		
Rensselaer	\$951.59	\$2,424.72		
Wheatfield	\$256.37	\$751.18		
PHOTOCOPIES.....			\$628.54	\$1,641.49
DeMotte	\$262.50	\$661.15		
Rensselaer	\$255.04	\$733.79		
Wheatfield	\$111.00	\$246.55		
CARDS.....			\$71.50	\$226.50
DeMotte	\$52.50	\$111.00		
Rensselaer	\$14.00	\$106.00		
Wheatfield	\$5.00	\$9.50		
PLAC FUND.....			\$16.00	\$48.00
GIFT FUNDS.....			\$145.00	\$255.00
DeMotte	\$15.00	\$25.00		
Rensselaer	\$50.00	\$85.00		
Wheatfield	\$80.00	\$145.00		
INTEREST.....			\$498.85	\$3,266.51
RECIPROCAL BORROWING.....			\$0.00	\$0.00
TAXES.....			\$0.00	\$0.00
Local Option/Certified Shares		\$0.00		
Local Option/Property Tax Repl.		\$0.00		
Property Tax		\$0.00		
Financial Institution Tax		\$0.00		
License Excise Tax		\$0.00		
State Distribution		\$0.00		
REFUNDS.....			\$37.83	\$76.91
Baker & Taylor-Postage	\$31.72	\$70.80		
D. Menken-Video Repair	\$4.50	\$4.50		
City of Mesa,Az-ILL Postage	\$1.61	\$1.61		
		\$0.00		
		\$0.00		
TOTAL RECEIPTS			\$3,174.73	\$10,244.50

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208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

11 Apr 94

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
003644	00403	MARY K. MARTIN	870.35	08 APR 94	PAYROLL
003634	00404	CHARLOTTE FAGEN	587.53	08 APR 94	PAYROLL
003648	00405	SHARON SCHULENBERG	527.28	08 APR 94	PAYROLL
003652	00406	JILL TACHTIRIS	540.17	08 APR 94	PAYROLL
003641	00407	JOAN KOPANDA	382.27	08 APR 94	PAYROLL
003656	00408	DIANE WIERS	419.69	08 APR 94	PAYROLL
003646	00409	KATHLEEN PADGITT	493.49	08 APR 94	PAYROLL
003647	00410	BONNIE POWELL	391.93	08 APR 94	PAYROLL
003628	00411	GLENDA BROWN	481.88	08 APR 94	PAYROLL
003640	00412	DIANA KOBY	153.87	08 APR 94	PAYROLL
003649	00413	EILEEN SPURGEON	110.82	08 APR 94	PAYROLL
003632	00414	LYNN DAUGHERTY	1034.69	08 APR 94	PAYROLL
003630	00415	RENEE CARR	348.95	08 APR 94	PAYROLL
003655	00416	WHITED, AMBER	237.88	08 APR 94	PAYROLL
003638	00417	ROSE E. HOWARD	576.14	08 APR 94	PAYROLL
003635	00418	PAMELA FERBER	613.61	08 APR 94	PAYROLL
003636	00419	KIMBERLY GARWOOD	810.47	08 APR 94	PAYROLL
003633	00420	JULIE EISELE	153.45	08 APR 94	PAYROLL
003626	00421	MARLENE BEEDLE	296.37	08 APR 94	PAYROLL
003645	00422	CAROL MITCHELL	428.52	08 APR 94	PAYROLL
003625	00423	BACHMAN, CAROL	390.32	08 APR 94	PAYROLL
003639	00424	GAIL M. JUNG	528.12	08 APR 94	PAYROLL
003653	00425	TANYA JO TANIS	110.04	08 APR 94	PAYROLL
003629	00426	JILL M. BYKERK	113.92	08 APR 94	PAYROLL
003654	00427	WEBSTER, RACHAEL D.	110.31	08 APR 94	PAYROLL
003627	00428	JULIE A. BEST	77.32	08 APR 94	PAYROLL
003631	00429	KATHLEEN M. CAVANAUGH	534.50	08 APR 94	PAYROLL
003637	00430	JENNIFER M. HENDRICKS	92.45	08 APR 94	PAYROLL
003643	00431	SHARON K. LEWIS	56.00	08 APR 94	PAYROLL
003650	00432	LYNN M. STALBAUM	75.64	08 APR 94	PAYROLL
003658	00433	LEANNE YORK	707.08	08 APR 94	PAYROLL
003642	00434	PAMELA D. KYLE	95.45	08 APR 94	PAYROLL
003651	00435	JACK STANDISH	369.26	08 APR 94	PAYROLL
003657	00436	MARGARET M. WOODS	372.36	08 APR 94	PAYROLL
012767	00437	BANK ONE	4555.68	08 APR 94	FICA & FED TAXES WITHHELD 08
012768	00438	INDIANA DEFERRED COMPENSATIO	135.00	08 APR 94	WITHHELD FROM 08 APR 94 PAYR
012769	00439	ABDO & DAUGHTERS	330.04	11 APR 94	BOOKS
012770	00440	ACE HARDWARE	6.75	11 APR 94	CLEANING SUPPLIES & LIGHT BU
012771	00441	ALA VIDEO/LIBRARY VIDEO NETW	43.80	11 APR 94	VIDEOS-for system
012772	00442	AMERICAN BIBLE SOCIETY	20.40	11 APR 94	GIFT FUND BOOKS-WHEATFIELD
012773	00443	AVC CORPORATION	94.00	11 APR 94	SERVICE AGREEMENT-MAY 1994
012774	00444	BIERMA HARDWARE, INC.	30.53	11 APR 94	ICE MELT-WHEATFIELD
012775	00445	BAKER & TAYLOR	179.83	11 APR 94	BOOKS-CONTINUATIONS
012776	00446	BAKER & TAYLOR	2213.75	11 APR 94	BOOKS & GIFT FUND BOOKS-R
012777	00447	CAIN CONSULTING GROUP	1900.00	11 APR 94	DIRECTOR & BOARD DEVELOPMENT
012778	00448	CAROL BACHMAN	5.50	11 APR 94	MILEAGE
012779	00449	CAROL MITCHELL	11.00	11 APR 94	MILEAGE
012780	00450	CENTRAL STATES SALES CORPORA	209.60	11 APR 94	OUTDOOR REPLACEMENT BULBS

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

11 Apr 94

PAGE 2

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
012781	00451	CENTURY INSURANCE AGENCY, IN	1963.20	11 APR 94	ANNUAL BOILER & MACHINERY PO
012782	00452	CHARLOTTE FAGEN	70.65	11 APR 94	MILEAGE & SUMMER READING-D.
012783	00454	CIRCLE "R" MECHANICAL, INC.	413.56	11 APR 94	REPAIR BROKEN PIPE-R. & MTNC
012784	00455	CITY OF RENSSELAER	2082.29	11 APR 94	RENSSELAER-UTILITIES-MARCH,
012785	00456	CROWN COMPUTER	123.90	11 APR 94	COMPUTER REPAIRS-DEMOTTE
012786	00457	CUSTOM LAWN CARE	165.00	11 APR 94	SNOW REMOVAL-RENS.
012787	00458	FAGEN PHARMACY	9.05	11 APR 94	FILM & FILM DEVELOPING
012788	00459	FASE'S	30.00	11 APR 94	VACUUM REPAIRS-DEM.
012789	00460	FAS-TRACK COMPUTER PRODUCTS	318.34	11 APR 94	GROLIER'S MULTI-MEDIA ENCYCL
012790	00461	GAIL JUNG	38.81	11 APR 94	RENSSELAER PETTY CASH
012791	00462	HERITAGE OFFICE PRODUCTS, IN	7.96	11 APR 94	CORRECTION RIBBONS-TYPEWRITE
012792	00463	HOLMES PLUMBING	25.00	11 APR 94	REPAIRED BACKED UP FIXTURE-D
012793	00464	HOOK'S DRUGS #162	12.00	11 APR 94	NEWSPAPERS-MARCH-DEMOTTE
012794	00465	HP PRODUCTS CORP.	121.66	11 APR 94	ICE MELT,CLEANING SUP.,& VAC
012795	00467	INDIANA DEPT. OF EMPLOYMENT	490.68	11 APR 94	UNEMPLOYMENT COMPENSATION-1S
012796	00468	INDIANA FARMERS MUTUAL INSUR	9183.00	11 APR 94	ANNUAL BLDG. POLICY-4/16/94
012797	00469	LAKE COUNTY PUBLIC LIBRARY	72.00	11 APR 94	HOSPITALITY-CAIN CONSULTING
012798	00470	INDIANA STATE LIBRARY	48.00	11 APR 94	3 PLAC CARDS - 1ST QUARTER..
012799	00471	LDOS COMMUNICATIONS	792.57	11 APR 94	DATA LINES & LONG DISTANCE L
012800	00472	LERNER PUBLICATIONS CO.	386.49	11 APR 94	BOOKS
012801	00473	LIBRARY ADMINISTRATOR'S DIGE	36.00	11 APR 94	PERIODICAL SUBSCRIPTION-4/94
012802	00474	LIBRARY OF CONGRESS	93.00	11 APR 94	BOOKS-TECH. SERVICES DEPT.
012803	00475	LYNN DAUGHERTY	89.70	11 APR 94	MILEAGE, MEETING, DOOR CHIME (CONSTR.FUND -
012804	00476	MARGE HOHNER	13.00	11 APR 94	BOARD MEETING 3/11/94
012805	00477	MARY K. MARTIN	71.00	11 APR 94	MILEAGE
012806	00478	HILLBROOK PRESS	423.56	11 APR 94	BOOKS
012807	00479	NATIONAL GEOGRAPHIC SOCIETY	209.10	11 APR 94	BOOKS
012808	00480	NIPSCO	3305.49	11 APR 94	UTILITIES-DEM & WHEATFIELD
012809	00481	NORTHWESTERN INDIANA TELEPHO	93.73	11 APR 94	TELEPHONE-MARCH-DEMOTTE
012810	00482	PATRICIA REED	11.00	11 APR 94	MILEAGE
012811	00483	PHILIP E. HOWARD	19.50	11 APR 94	JANITORIAL WORK
012812	00484	POSTMASTER GENERAL	377.30	11 APR 94	1170-29 CENT STAMPS & 200-19
012813	00485	PUBLIC EMPLOYEES' RETIREMENT	7972.31	11 APR 94	1ST QUARTER PAYMENT 1994
012814	00486	QUILL	278.63	11 APR 94	BINDERS, LABELS, FOLDERS,INK
012815	00487	RADISSON STAR PLAZA	129.80	11 APR 94	LODGING-DAN CAIN,CAIN CONSUL
012816	00488	RENSSELAER REPUBLICAN	75.00	11 APR94	ANNUAL SUBSCRIPTION-THRU 1/1
012817	00489	SCHULTZ TV & ELECTRONICS	29.97	11 APR94	POLICE CALL RADIO GUIDES-BOO
012818	00490	SECURITY COURIERS, INC.	359.06	11 APR 94	TRANSPORT TO BRANCHES-TO 3/4
012819	00491	SHERWOOD PRESS	12.60	11 APR94	BOOKS
012820	00492	STECK-VAUGHN COMPANY	15.96	11 APR94	BOOKS
012821	00493	STEVE HOFFMAN	73.79	11 APR94	GENERAL MAINTENANCE & REPAIR
012822	00495	TEETERS CULLIGAN	9.95	11 APR94	WATER COOLER RENTAL
012823	00496	TIME-LIFE EDUCATION	1979.66	11 APR94	BOOKS
012824	00497	TIME WARNER VIEWER'S EDGE	8.95	11 APR94	VIDEO
012825	00498	TOWN OF DEMOTTE, c/o DEMOTTE	18.72	11 APR94	SEWER SERVICE-FEB. 1994-DEMO
012828	00499	UNITED TELEPHONE COMPANY	605.40	11 APR 94	RENSSELAER-PHONES-MARCH
012829	00500	NORTHWESTERN INDIANA TELEPHO	25.56	11 APR 94	TELEPHONE-DEMOTTE-MARCH

--TOTAL AMOUNT OF CLAIMS-- 55519.91

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 2 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 55519.91. Dated 11 APR 94.

_____	_____
_____	_____
_____	_____
_____	_____

Salary Ordinance 1994: Rev. 4/94

Name	Classification	Present Hrly Wage	Annual Salary	Hrs Worked	Library
Bachman, Carol	Lib. Asst 2	\$6.09	\$12,667.20	40	R
Barlow, Kellie	Page	\$4.25	\$255.00	10	R Res. 2/16/94
Beedle, Marlene	Lib. Asst. 1	\$5.99	\$7,475.52	24	D
Best, Julie	Page	\$4.30	\$2,262.00	10	R
Brown, Glenda	Specialist 1	\$7.41	\$15,412.80	40	R
Bykerk, Jill	Page	\$4.40	\$2,288.00	10	D
Carr, Renee	Lib. Asst 1	\$6.48	\$10,782.72	32	D
Cavanaugh, Kathleen	Specialist 2	\$8.31	\$17,246.40	40	R
Daugherty, Lynn	Director	\$18.08	\$37,606.40	40	R
Eisele, Julie	Clerk	\$5.17	\$3,939.00	15	R
Fagen, Charlotte	Specialist 2	\$8.47	\$17,617.60	40	D
Ferber, Pam	Librarian	\$12.98	\$21,598.72	32	W
Garwood, Kim	Librarian	\$13.21	\$27,438.44	40	R
Hendricks, Jennifer	Page	\$4.30	\$2,253.00	10	D
Howard, Rose	Janitor	\$7.55	\$15,704.00	40	D,W
Jung, Gail	Admin. Asst	\$8.17	\$17,000.05	40	R
Kooy, Diana	Lib. Asst 2	\$7.29	\$3,032.64	8	D
Kopanda, Joan	Lib. Asst 2	\$7.29	\$12,130.56	32	D
Kyle, Pamela	Page	\$4.25	\$2,222.00	10	R
Lewis, Sharon	Clerk	\$4.75	\$2,526.00	10	R
Martin, Mary	Tech Serv Libn	\$14.42	\$29,993.60	40	R
Mitchell, Carol	Lib. Asst. 2	\$6.09	\$11,083.80	35	R
Padgitt, Kathi	Specialist 1	\$7.07	\$14,705.60	40	R
Powell, Bonnie	Lib Asst 1	\$6.97	\$10,873.20	30	R
Reed, Patricia	Lib Asst I	\$5.99	\$10,901.80	35	R
Schulenberg, Sharon	Spec. Serv Libr	\$9.31	\$16,944.20	35	R
Spurgeon, Eileen	Clerk	\$6.00	\$3,120.00	10	R
Stalbaum, Lynn	Page	\$4.30	\$2,250.00	10	W
Standish, Jack	Janitor	\$6.50	\$9,425.00	29	R
Tachtiris, Jill	Specialist 1	\$7.75	\$16,120.00	40	D
Tanis, Tanya	Page	\$4.40	\$2,288.00	10	D
Thone, Betty	Clerk	\$6.00	\$1,560.00	5	D
Webster, Rachael	Clerk	\$5.17	\$3,939.00	15	D
Whited, Amber	Lib. Asst I	\$5.99	\$7,475.52	24	W
Wiers, Diane	Specialist 1	\$7.41	\$15,412.00	40	W
Woods, Peggy	Lib Asst I	\$5.00	\$10,040.00	40	W
York, Leanne	Librarian	\$11.06	\$23,177.00	40	D

Total

\$420,766.77

Robert Souza
Margaret Hohner
Gene-Marie Egan
Robert Souza

Mary Linda Coney

MAY

AGENDA

May 9, 1994

**Jasper County Public Library Board of Trustees
Monthly Meeting
Rensselaer Library Meeting Room**

7:00 PM

Purpose

Executive session to discuss employee performance	Action
---	--------

Opening of meeting

- | | |
|---|--------|
| A. Moment of silence | |
| B. Approval of new agenda format | Action |
| C. Approval of Agenda and requested changes to consent agenda | Action |

<u>Consent Agenda</u>	Action
------------------------------	---------------

- A. Approval of Minutes
- B. Bills/Financial Reports
- C. Personnel changes and salary ordinance
- D. Purchase orders

General Business

- | | |
|---|------------|
| A. Policy Committee report | Action |
| B. Dan Cain meeting discussion | Discussion |
| C. Contingency Fund expenditures | Action |
| D. Five year plan: 1995-1999--proposed planning process | Action |
| E. DeMotte outside lighting | Action |
| F. Rensselaer outside lighting | Action |

Director's Report **Information**

Items for future Agendas

Adjournment

Refreshments will be available for you at 6:45 PM if you'd like to come early and socialize.

AGENDA.....May 9, 1994
Monthly Meeting Rensselaer Library
Jasper County Public Library Board of Trustees
7:00 PM

Executive session to discuss employee performance

Meeting

1. Moment of silence
2. Minutes
3. Bills/Financial Reports
 - 3.1 Bills to be allowed/ paychecks
 - 3.2 Financial statements
 - 3.3 Purchase orders
4. Director's report
 - 4.1 Building repairs report
 - 4.2 Reference questions tally
5. Policy committee report
6. Personnel changes & salary ordinance revision
7. Dan Cain meeting discussion
8. Contingency Fund expenditures
9. Five year plan: 1995-1999--proposed planning process
10. Wheatfield Business
11. DeMotte Business
 - 11.1 Outside lighting
12. Rensselaer Business
 - 12.1 Outside lighting
13. Adjournment

MEMORANDUM

Agenda

Summary: Two agendas appear in your packet. One is in the present form. One is similar to the form suggested by Dan Cain which appears in the Board Member Workshop booklet you received if you attended the workshop at the Lake County Library.

Discussion: Several board members showed interest in using the new format. The intent is to speed routine parts of the meeting.

The most radical change is in the use of a Consent Agenda to deal with routine board business. All items on the consent agenda are approved with one motion, one vote, and no discussion. Anyone wishing discussion on an item in the Consent Agenda must request that the item be removed from the Consent Agenda during "Approval of Agenda...." action in line "B" under "Opening of Meeting". The item would then be placed under General Business and be discussed and voted on there.

With the Consent Agenda you would want to call the Director prior to the board meeting if you had a question about a particular bill, for example. If, after receiving an answer, you have a serious objection to payment of the bill, you would ask, at the meeting, to have the Bills/Financial Reports removed from the Consent Agenda.

Next Step: With an affirmative vote from the Board, we would begin using the new Agenda immediately and at future meetings.

Vote: That the Board adopt the new agenda format making use of the consent agenda.

MINUTES.....April 11, 1994
 Monthly Meeting Rensselaer Library
 Jasper County Public Library Board of Trustees
 7:00 PM

Present: Mary Linda Casey, Wilbur Doty, Anne-Marie Egan, Marge Hohner, Barbara Leestma, Bob Souza.

1. **Minutes:** Minutes of the March 14 meeting were approved on a motion by M. Hohner, seconded by A. M. Egan.
2. **Bills and financial statements** were approved on a motion by B. Souza, seconded by M. Hohner. A Salary Ordinance update (appended) was approved on a motion by B. Leestma, seconded by A. M. Egan. W. Doty voted against the motion.
3. **Building repairs** will take place in April and May, final plans having been made earlier in the week by parties involved. The Board discussed a quote for a sign to be placed on the east curved wall of the Rensselaer Library. They voted against purchasing the sign on a motion by B. Souza, seconded by A. M. Egan. The motion was opposed by B. Leestma and M.L. Casey. L. Daugherty reported that Circle Design is working on a proposal for additional exterior lighting at DeMotte and Rensselaer. Representatives of the State Board of Tax Commissioners and State Board of Accounts are conferring about the possibility of our holding a portion of our Construction Fund for future building adjustments, should the present repairs not be satisfactory.
4. **Workshops:** The Board approved payment of workshop expenses for Kim Garwood to attend a seminar on How To Manage Conflict, Criticism & Anger on a motion by A.M. Egan, seconded by M. Hohner.
5. **ILF Conference Reports:** M. Hohner recommended that the Board appoint a Board Development Committee in the event that a Board member must resign. This committee would seek knowledgeable, dedicated individuals to apply for openings on the Board. Other Board members agreed with Dan Cain's recommendation that each Board meeting include a 10 min.-15 min. review of board policies. It was decided that the Policy Committee would review all policies and set up a schedule so that all policies would be reviewed annually. It was also suggested that present Board policies may be too detailed and that some of the contents of the policies should actually be administrative policies not determined by the Board.
6. **Five Year Plan:** L. Daugherty reported on information gathered at ILF and in other ways concerning gathering information for long range planning and

goalsetting. She noted that careful planning is more necessary during a time of budget constraints than in a time of plenty. She will bring a proposal for a course of action to the next board meeting. M.L. Casey suggested that grantwriting might be a part of the action plans toward meeting some goals.

7. The Board approved the use of the DeMotte meeting room on Saturdays from 12-2 PM by Narcotics Anonymous on a motion by M. Hohner, seconded by A. M. Egan.

There being no other business, the Board adjourned at 8:00 PM on a motion by B. Souza, seconded by M. Hohner.

Margaret Hohner
Margaret Hohner, Secretary

Wilbur D. Doty
Attest: Wilbur Doty, President

MEMORANDUM

Personnel Changes

Summary: Kathi Padgitt (Technical Services Specialist, 40 hrs per wk, \$7.07 per hour), will resign May 13 to marry and move to Ft. Wayne.

Carol Bachman (Library Assistant II, Technical Services, 40 hrs per week, \$6.09 per hr,) will be promoted to Kathi's position (\$6.73 per hr -beginning wage for that classification). Carol Mitchell (Library Assistant II, public services, 35 hrs per wk, \$6.09 per hr) will take Carol Bachman's position but at 35 hrs per week, not 40 hrs. Her salary will not change.

Julie Eisele (Library Clerk, public services, 15 hrs per wk, \$5.17 per hr) will become a Library Assistant I, public services, 35 hrs per week, \$5.50 per hour. Julie Best (page, \$4.30 per hr, 10 hrs per wk) will take Julie Eisele's position as a Library Clerk (15 hrs per week, \$4.50 per hr).

We will then advertise for a replacement Page, 10 hrs per wk, \$4.25 per hr.

All these changes will take place on June 1, 1994.

Discussion: Mary and Kim will attend the board meeting to answer any questions you may have. We feel that Technical Services has plenty of work to keep Carol Mitchell busy 40 hrs per week, but we are willing to cut those hours by 5 per week for the rest of this year in order to help live within our tight budget. We already cut the Rensselaer staff by one page. We feel there is no possible way to further decrease the number of hours of Rensselaer's public services staff at this time.

These staffing changes will save us about \$2,185 in our salary appropriation this year.

Next Step(s): With an affirmative vote from the Board to the revised Salary Ordinance, we will advertise to fill the Library Page position by June 1.

Vote: That the board approve the revised Salary Ordinance as presented.

MEMORANDUM

Purchase Orders

Summary: Purchase orders must be signed when materials and supplies are ordered. Signing the purchase order indicates that there is money in an appropriation to cover the purchase.

I would like the board's permission to authorize Gail to sign purchase orders in my absence.

Discussion: It is entirely permissible to have two persons authorized to sign purchase orders. Gail operates as my business manager although she has not had that title. She knows as well as I how much money is left in each appropriation. She also functions a very well as the guardian of our funds, promptly notifying staff when she feels a requested expenditure is not necessary. I have complete confidence in her judgment.

At the end of this month, I will be gone for 1 1/2 weeks on vacation. We feel that all purchases cannot wait to be authorized until my return .

For the above reasons, I feel she should be authorized to sign purchase orders.

Vote: That the board authorize Gail Jung to sign purchase orders when the Director is unavailable for an extended length of time.

POLICY COMMITTEE REPORT

MAY 9, 1994

The Policy and Bylaws Committee met on April 27, 1994. We set a schedule for Board review of current and new policies . (Schedule attached) We determined that this committee will review, write and approve a draft of each policy before it is presented to the Board.

We recommended to the Director that, where possible, administrative procedures based on each policy be presented to the Board (for information purposes only).

Attached are drafts of a *new* Reference Policy and the Video Cassette Policy, Audiovisual Equipment Loan Policy and Computer Use Policy to replace existing policies on those subjects.

We affirmed Dan Cain's recommendation that policies should determine what may be done or purchased *or*, alternately, what may not be done or purchased. Procedures developed by staff administrators determines how the policy will be implemented. Therefore, some procedural matters have been deleted from the policies being brought to the Board for review.

We felt that no policy reviews should occur in December in view of the Board Christmas party. We recommend no review in March due to the Director's evaluation to be done that month.

We are also considering a policy listing staff and Board rights and privileges. Lynn will confer with the Board's attorneys on the advisability of this policy.

In reference to Board attorneys, we recommend that consideration of the attorney to be retained by the Board for the coming year be regularly discussed at the Board's November meetings.

Bob Souza
Barbara Leestma
Anne-Marie Egan
Lynn Daugherty, ex-officio

LIBRARY POLICY AND BYLAW REVIEW SCHEDULE

Review Month	Policy	Policy Manual Page
May:	Audiovisual Equipment Loan Policy	105
	Video Cassette Policy	107
	Computer Use Policy	123-124
	Wheatfield Computer Use Policy	124a-124b
	Reference Policy	new
June:	Study Room Use Policy	129
	Sexual Harassment Policy	new
July:	Public Records Policy	99
	Public Relations/Information Policy	121
August:	Art Exhibit/Display Case Use Policy	131-132
	Bulletin Board Policy	133
	Tobacco & Alcohol Policy	134
September:	Holiday Policy	127
	Problem Patron Policy	new
October:	FAX Machines Policy	125
	Staff Grievance Policy	new
November:	Materials Selection Policy	93-97
	Meeting Room Policy	101-103
December:	No policies reviewed	
January:	Board Code of Ethics	new
	General Policy Statement	91
February:	Staff Code of Ethics	new
	Bylaws	81-84
March:	No policies reviewed	
April:	Personnel Policy	109-120

AUDIOVISUAL EQUIPMENT LOAN POLICY

VCR?

1. All audiovisual equipment may be borrowed for a period of 24 hours unless special arrangements have been made through the agency librarian. Polaroid cameras may be borrowed for three days with no renewal.
2. All equipment except Polaroid camera requires a \$10 deposit and a \$2.00 fee. The deposit will be returned when the equipment is returned undamaged. The organization or individual is responsible for replacement or repair cost of item beyond normal wear.

The Polaroid camera has no fee or deposit required.
3. No fee will be charged for use of equipment in the library.
4. Persons borrowing equipment must be 18 years of age and be currently registered JCPL users in good standing.
5. FINES: Polaroid Camera .10 cents per day
 No fines are to be charged for any other equipment
6. All employees and board members of JCPL are exempt from paying any fees, deposits or fines, but they are responsible for repair or replacement costs of any item beyond normal wear.

5/94

R11
OLD
POLICY

AUDIO-VISUAL EQUIPMENT LOAN POLICY

1. All audio-visual equipment may be borrowed for a period of 24 hours unless special arrangements have been made through the agency librarian. Polaroid cameras may be borrowed for three days with no renewal.
2. All equipment except Polaroid camera requires a \$10 deposit and a \$2.00 fee. The deposit will be returned when the equipment is returned undamaged. The Polaroid camera has no fee or deposit required. NO FEE WILL BE CHARGED FOR USE OF EQUIPMENT IN THE LIBRARY.
3. Persons borrowing equipment must be 18 years of age.
4. Any individual or representative of a group must have a valid library card from the Jasper County Public Library and be a cardholder in good standing in order to check out any audio-visual equipment.
5. Any individual or representative of a group must pay the fee before equipment is rented.
6. The representative or individual must sign a responsibility agreement. The organization or individual is responsible for replacement or repair cost of item beyond normal wear.
7. FINES: Polaroid Camera .10 per day
NO FINES ARE TO BE CHARGED FOR ANY OTHER
EQUIPMENT
8. ALL EMPLOYEES AND BOARD MEMBERS OF THE JASPER COUNTY PUBLIC LIBRARY ARE EXEMPT FROM PAYING ANY FEES, DEPOSITS OR FINES, BUT THEY ARE RESPONSIBLE FOR REPAIR OR REPLACEMENT COSTS OF ANY ITEM BEYOND NORMAL WEAR.

10/93

VIDEO CASSETTE POLICY

1. Borrower must be a registered JCPL library user in good standing.
2. Borrower must be 18 years of age or older.
3. Loan period will be two days including Sundays and holidays with no renewals. If the date due falls on a day the library is closed, the date due will be the next date the library is open.
4. An extended loan period of 1 week with no renewals is allowed for educational and civic organizations. Civic organizations may only obtain an extended loan on videos which have been cleared for public performance.
5. Each person may borrow only two (2) video cassettes which he/she must return before borrowing others.
6. Fines will be \$1.00 per day per title returned after due date.
7. No reserves will be taken on video cassettes except in the following situations: A teacher wishing to use a video in an educational setting may reserve the video for a specific date. Other group leaders wishing to use a video *which has been cleared for public performance* may also reserve a video for a specific date.

5/94

VIDEO CASSETTE POLICY

OLD
POLICY

1. Person must be a registered library user in good standing.
2. Person must be 18 years of age or older.
3. Loan period will be two days including Sundays and holidays with no renewals. If the date due falls on a day the library is closed, the date due will be the next date the library is open.
4. Each person may borrow only two ("2") video cassettes which he/she must return before borrowing others.
5. Video cassettes cannot be returned in the book drop. Persons returning video cassettes in the book drop will be fined \$1.00 per video cassette.
6. Fines will be \$1.00 per day per title returned after due date.
7. No reserves will be taken on any video cassette in the library system.

3/92

Computer and Typewriter Use Policy

(Draft)

The Library provides computers (PC's) for the use of patrons in the library. Only Jasper County library card holders in good standing are eligible to use these computers except that reciprocal borrowers are *not* eligible to use the computers.

The Library also provides typewriters for the use of patrons in the library.

Library staff have the right to restrict usage for those people who cannot abide by the regulations of the library or the specific rules for use of the computers or typewriters.

Old Policy

WHEATFIELD COMPUTER USE POLICY

Users

The computer may be used only by Jasper County library card holders in good standing. The patron must sign a computer use agreement and the patron's card must be left at the circulation desk.

Children seven (7) years of age and under may use the computer only when accompanied by a parent or guardian.

Only one (1) person at a time may use the computer (except in the above instance or by special permission). Only those persons actually using the computer or typewriter may be in the work area.

Staff will be permitted to use the public computers only if patrons are not using them. Staff will vacate a computer in favor of a patron who wants to use it.

Library staff have the right to restrict usage for those people who cannot abide by the regulations of the library or the specific rules for use of the computer or typewriter.

Scheduling

Computers may be reserved for same day use only.

If time has not been reserved for the use of the computer or if the person reserving the time has not arrived by 10 minutes past scheduled time, time on the computer is allotted on a first come, first served basis.

At Wheatfield, computers may be reserved for one hour of use time when educational game software is being used. They may be reserved for two hours use time when only production software is being used.

Due to the reservation schedule, patrons arriving late or patrons using a computer during an unclaimed time, may not have their period on the computer extended past its scheduled ending. Additional time on an hourly basis will be allotted only if no one is waiting and no one has reserved the time.

Using the Hardware/Software

Computers are for in-library use only and may not be checked out of the library.

Software disks may be charged out from the circulation desk for in-library use only. Users must provide their own data disks. Only library-owned software may be used with the computers. Additional

equipment (koala pads, joy sticks, etc.) may not be used with the library's equipment.

Print-outs are available at 10 cents per page. Print outs using colored ribbon are 25 cents per page. Only library paper may be used in the computers. Print outs will be run by staff members only.

Games may be played only on computers in the children's area.

The Copyright Law forbids duplication of copyrighted software.

The library staff will provide assistance, if needed, in starting the computer. Further assistance, however, is limited. The library staff is not familiar with every software package and cannot instruct patrons in software use.

10/92

OLD
POLICY

COMPUTER USE POLICY

Users

The computer may be used only by Jasper County library card holders in good standing. The patron must sign a computer use agreement and the patron's card must be left at the circulation desk.

Children seven (7) years of age and under may use the computer only when accompanied by a parent or guardian.

Only one (1) person at a time may use the computer (except in the above instance or by special permission). Only those persons actually using the computer or typewriter may be in the work area.

Children below the 6th grade level may use only the computers in the children's area of the library. This restriction does not apply to the Wheatfield Library.

Staff will be permitted to use the public computers only if patrons are not using them. Staff will vacate a computer in favor of a patron who wants to use it.

Library staff have the right to restrict usage for those people who cannot abide by the regulations of the library or the specific rules for use of the computer or typewriter.

Scheduling

Computers may be reserved for same day use only.

At DeMotte and Rensselaer libraries, computers in the children's area may be reserved for up to one hour of use time. Computers in the adult area may be reserved for up to two hours of use time.

If time has not been reserved for the use of the computer or if the person reserving the time has not arrived by 10 minutes past scheduled time, time on the computer is allotted on a first come, first served basis.

Due to the reservation schedule, patrons arriving late or patrons using a computer during an unclaimed time, may not have their period on the computer extended past its scheduled ending. Additional time on an hourly basis will be allotted only if no one is waiting and no one has reserved the time.

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10/92

REFERENCE POLICY

(Draft)

I. REFERENCE SERVICE DEFINED

Good reference service involves identifying a person's information need and proceeding to fulfill it accurately, efficiently and pleasantly, using the resources available in the Library system, and including referral to resources in other libraries or agencies, if necessary. It also includes providing instruction in library use.

II. MISSION STATEMENT

The Jasper County Public Library regards as valid every reference question asked by any patron. All questions will be given equal consideration, and each will be answered as accurately and completely as possible within a reasonable time limit. Full library service will be available to all patrons and no questions asked by a patron will be considered unanswerable.

III. STATEMENT OF OBJECTIVES

Reference service will be provided through *direct* provision of information or through provision of *instruction* in the use of sources to each person to the degree that he or she individually requires. Patrons will have opportunity to receive instruction in the use of sources and facilities but will not be denied information on the basis of whether or not they learn or accept instruction. However, the Library will encourage patrons who will need to use reference tools repeatedly, to learn the use of these tools.

The following services will be offered to patrons (listed in order of priority)

1. Directional personal service to library users who come to the library. Patrons are served on a first come, first served basis.
2. Telephone inquiries
3. Library orientation and bibliographic instruction
4. Mail reference

IV. STANDARDS

1. All information requests are to be handled. If information is available, it is provided to patrons without making a judgment on its moral or aesthetic worth.

2. No effort will be made to determine whether library users are entitled to library cards before reference service is given except to decide whether or not informational material will be checked out or interlibrary loan requested.
3. The needs of every library patron will always be taken seriously and treated with utmost respect and confidentiality. Discussion of any individual or group of individuals, whether adult or child, or their inquiries, outside the professional context, is strictly prohibited without the consent of the patron.
4. While on desk duty, service to the public takes precedence over any other duties, and service to the patron in the library takes precedence over telephone inquiries.
5. It is not sufficient for the staff to wait for a patron to request assistance. Since many patrons are reluctant to request aid, it is the responsibility of staff to anticipate public needs and offer service when it appears needed.
6. Information given is always based on accurate printed sources or learned from a reliable authority. The opinion, evaluation or interpretation of staff, even when requested, is not given as fact. Answers to reference questions will only be given after the answer has been verified and a source cited, even for the most common knowledge.
7. Neither the patron's nor the staff member's personal opinions and beliefs should influence the quality of service given.
8. Staff shall not offer their personal opinions on social issues, politics, religion, etc., to patrons.
9. No time limit should be put on productive searching. However, lengthy searches of periodicals, bibliographic sources, or searches through extensive reference materials are beyond the Library's resources to perform in most instances. The agency head should consult with the Director before making an exception to this general rule.
10. Telephone reference service should be used for short, factual information questions which do not require extensive reading or (any) interpretation on the staff member's part.

MEMORANDUM

Contingency Fund Expenditures

Summary:

- \$23,022 is presently left in the Furnishings Line of the Construction Fund. We have allocated \$21,662 of that for specific items.
- \$38,652 is presently left in the Contingency Line of the Construction Fund. \$4,829 of that is allocated for specific items.
- \$35,183 of the above amounts is unallocated at present.

I propose to spend the remainder on the following:

Copiers for DeMotte and Rensselaer:	\$6,494
Miscellaneous equipment needs:	\$3,000
Additional CD ROM workstations:	\$20,534
Children's area decorations	\$1,000
Community Resources module/Galaxy	\$4,000
TOTAL	<u>\$34,649</u>

\$7471 would then remain in the Construction Fund. We contend (and Bill Moriarty sent a letter to this effect June 11, 1993) that we owe LOM only \$469.45 of the \$7560. We have heard no more from LOM since we sent that letter. I presume we will need to settle with LOM before September.

Discussion:

GALAXY Community Resources Module: This allows libraries to enter community information, club information and social service information in a way that is searchable through the OPAC. It would be a valuable service to the community, since there is not an electronic bulletin board service in Jasper County. We could enter meeting dates for clubs and special events, schedules for Prairie Arts Council, lists of government officials, information about service groups like the Crisis Center, Hospice or Habitat for Humanity.

Children's area decorations: This could include banners, colorful floor cushions for the storytime room, decorations for the soffit, or other items to attract children to the area.

Additional CD ROM workstations: Two workstations for DeMotte and two for Rensselaer were authorized by the board in March. I am proposing adding two more at each library. At least one of these at each library would be equipped with an internal

modem so that it could be used as an Internet terminal when the time comes and so it could be used for dial-in access to CD ROM products.

Security system: If we chose to install security systems at the two libraries, this would be done instead of adding the additional CD ROM workstations.

Next Step(s): With an affirmative vote from the Board, we will continue to investigate the purchase of the above items and make purchases this summer. Any plans for permanent changes to the children's area decor would be brought to the board for approval before proceeding.

Vote: That the board authorize the Director to spend up to \$35,000 from the Construction Fund for the furnishings, automation module and equipment noted above.

PROJECTED CONTINGENCY FUND EXPENDITURES

May 1994

NOTE: This list shows those expected expenditures not shown in the Construction Fund Financial Report. If already paid and reported, not listed here.

Date	Description	Library Amount
	Burglar alarm/Milroy case	R \$679.00
May 1994	Outside lighting	D \$1,150.00
	Outside lighting	R \$3,000

Unspent Contingency Budget	\$38,652.20
Expected expenditures	\$4,829.00
Balance	\$33,823.20

FIVE YEAR PLAN

RECOMMENDATION FOR ACTION

This planning process should help us

1. Establish our service priorities (determine roles our library will emphasize)
2. Improve the extent to which our library's services meet community needs and expectations
3. Evaluate existing library services and activities
4. Help us better allocate existing resources

We recommend that the Five Year Plan should result in one set of goals for the JCPL system in relation to services, facilities, collections and staff. We suggest that action plans to meet those goals may in some areas differ according to branch, as the plans address particular needs of individual branches.

Planning Committee: To consist of all board members wishing to participate, director, and one person from each staff.

PLANNING PROCEDURE

1. Before the planning committee meets, the following information would be gathered by staff and put into a format usable by the planning committee:

Statistical information on the community: age, education, family income, commuters.

Other community information: population, other available libraries, information providers, museums, or recreational facilities

Library characteristics : number of volumes, formats available, collection scope, currency, subject strengths, etc.; number of employees; budget, expenditures per capita; etc.

Output Measures: Circulation, in library use, library visits, program attendance, reference transactions--all per capita. Registration as percentage of population, annual number of materials added, percentage of collection at each library which is books, newspapers, video etc.

We will compare our local statistics to the state of Indiana as a whole, to our own situation 5 years ago, to other Indiana libraries with similar service and budget

We also recommend the following surveys to determine the needs of our community:

1. Staff survey
2. Non-user telephone survey
3. User survey

4. Focus groups: Groups of 15-20 persons would be invited by letter to attend a 1 1/2 hour meeting at the library (with refreshments). A carefully worded list of questions would be asked of each group. A facilitator would lead the discussion. A secretary would record group opinions. We would conduct 7 group sessions: Community leaders; educators (one session for each school district), adults, senior citizens, teens (one session for each school district).
2. After this information is collected, it would be distributed to all Planning Committee members for study prior to the meeting.
3. The Planning Committee would meet to
 -discuss the collected data,
 -discuss the 8 roles which public libraries can fill,
 -prioritize the roles in light of the expressed needs of JCPL patrons
 -select two principal roles and 2 secondary roles on which to focus our efforts
 -develop a rough draft of a mission statement
4. A staff member would then prepare a working draft of the mission statement
5. The Planning Committee would meet in retreat to
 -give final approval to the mission statement
 -draft the long-range goals based on the mission statement
6. Staff members would then be assigned to committees to work on action plans to bring about one or more of the goals set by the Planning Committee.
7. Action plans would be brought to the Board for approval.

COST:

Facilitator training:

Retreat facilitator:

Survey and focus group question advisor:

Focus group refreshments:\$70

Postage for focus group invitations: \$50

Retreat costs (food, accommodations): \$532 + mileage

Total of known costs: \$652

MEMORANDUM

DeMotte Outside Lighting

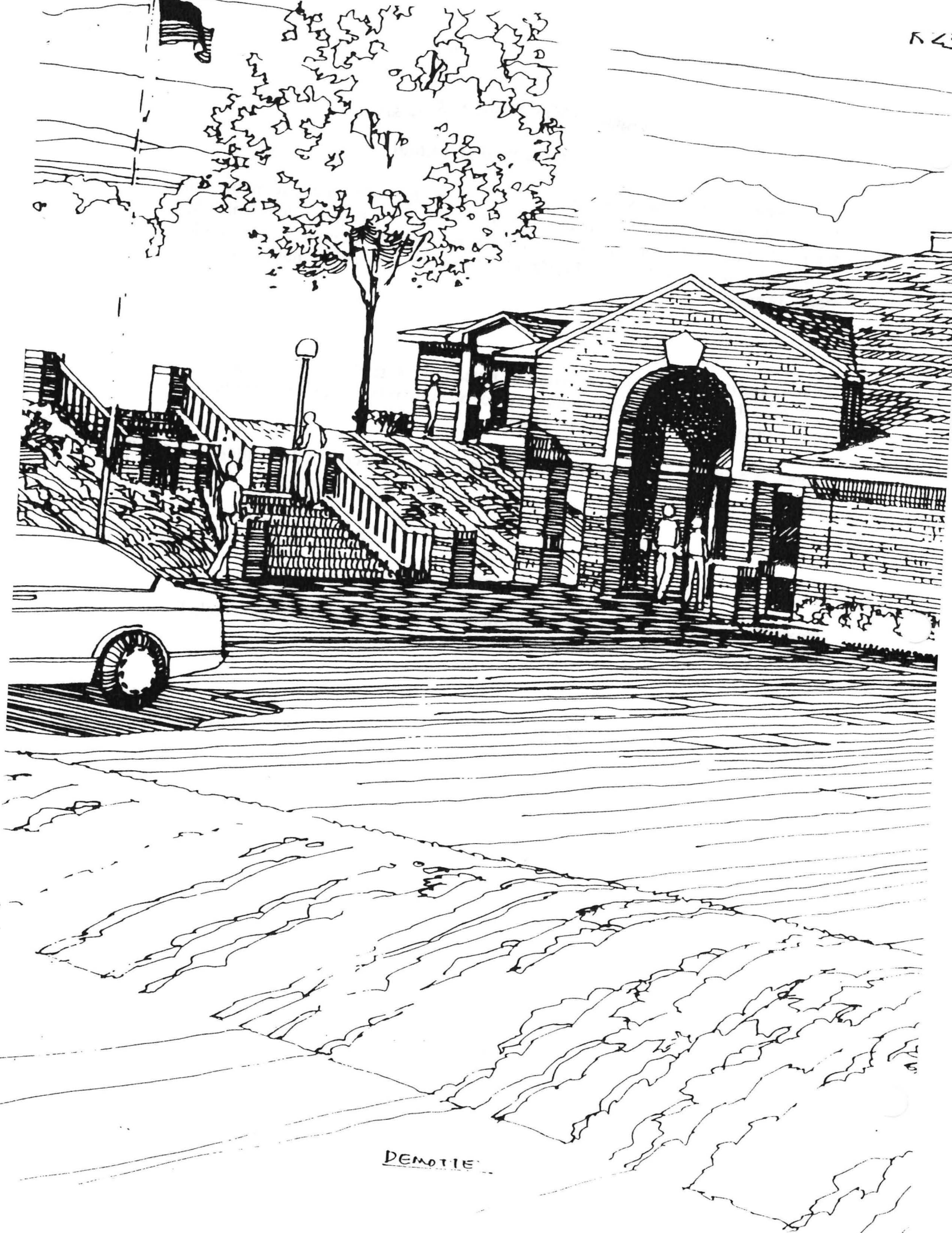
Summary: Circle Design Group, Inc., our design engineers, have recommended the installation of one metal halide globe light (175 watts) to give additional light to the front stairway at DeMotte. They estimate the cost, including freight, conduit, base, wiring and installation at \$1,130.00. The pole color would match the handrail color.

Discussion: It has been determined by myself, other staff, and some board members that lighting on the stairs may not be sufficient for persons who have poor night vision or other sight problems.

Money is available in the Contingency Fund to cover the cost of this added lighting.

Next Step: With an affirmative vote from the Board, we would request Circle R Electric to order and install this lighting fixture.

Vote: That the Board authorize the Director to order the installation of this light as specified by Circle Design Group, Inc.



DEMOTTE

MEMORANDUM

Rensselaer Outside Lighting

Summary: Circle Design Group, Inc., our design engineers, have offered two options to increase the amount of light on the Rensselaer main entrance. **Option 1:** change each of the two 70 watt metal halide lamps presently shining up from the pavement onto the brick surrounding the entrance to 100 watt lamps. Cost is about \$220 per lamp. The 100 watt lamp will produce approximately 5000 more lumens. **Option 2:** Provide two bollard type light fixtures along main walk to front door. Cost is about \$2,570.

Discussion: Some Board members felt that the entry should be more brightly lighted to convey a feeling of friendliness and a message that the library is open.

Money is available in the Contingency Fund to cover the cost of this added lighting.

Next Step: With an affirmative vote from the Board on either Option 1 or Option 2, we would request Circle R Electric to order and install these lighting fixtures.

Vote: That the Board authorize the Director to order the installation of this light as specified by Circle Design Group, Inc.

K 45

E2

WINDOW

PROPOSED B1

TIE INTO EXTERIOR
LIGHTING CIRCUIT
WITH AVAILABLE
CAPACITY

RELAMP TO 100 WATT.
CIRCUIT LOAD WILL
NEED TO BE VERIFIED.

BOLLARD
(42")

SIGN

FLAGPOLE

FOR

EC

WINDOW

FOR CONTINUATION SEE
DRAWING NO.

OPTION 1.

OPTION 2.

RENSSELAER

P2'

35

P2'

35

CIRCULATION STATISTICS

[illegible]

PERCENT INCREASE/DECREASE	20.7%	-5.3%	20.8%
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END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
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Total Materials Owned	28330	42164	21826
Total Titles Owned	26471	38516	19850
Daily Avg Circulation	357.2	405.3	139.1

XXXXXXXXXXXX)XXX;XXX XXXXXXXXXXXXX			
MONTHLY SYSTEM STATISTICS	1993	1994	% change
Circulation	19247	21008	9%

Jan. to date circulation	88666	93862	6%
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JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
April 1994

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
REGISTRATIONS				
Borrowers--Beginning of month:	4202	4474	1702	10378
Added this month	164	143	37	344
Withdrew this month	62	53	2	117
Total registered	4304	4564	1737	10605
Non-resident, paying	49	40		89
PLAC card users	3	5		8
Reciprocal borrowers	134	62	4	200
XX				
INTRALIBRARY LOANS FILLED	219	121	129	469
LOCAL HISTORY				
In person	3	18		21
Letters		3		3
IN-HOUSE USE - HARDWARE/SOFTWARE				
Computer agreements	11	64	54	129
Software used	14	68	76	158
VCR Use		1		1
Microforms		90		90
Other	8	6	6	20
XX				
INTERLIBRARY LOANS				
Requests made for:	42	80	18	140
Items rec'd for:	58	79	17	154
Items outstanding:	-16	1	1	-14
Items from Indiana libraries	43	47	16	106
Items requested by other libraries				0
Items supplied to other libraries				0
Info requests answr'd for other libraries				0
Info sent to other libraries				0

CIRCULATION BY PATRON CODE
April 1994

	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
PATRONS	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total
Adult Male (0)	934	11.2%	773	10.2%	467	13.3%	2174	11.2%
Adult Female (1)	4686	56.2%	3671	48.6%	1890	53.7%	10247	52.8%
Juvenile 0-11 (2)	1181	14.2%	1144	15.1%	469	13.3%	2794	14.4%
YA 12-17 (3)	748	9.0%	843	11.2%	496	14.1%	2087	10.7%
Nonresident No Fee (4)	130	1.6%	193	2.6%	17	0.5%	340	1.8%
Board/Staff (5)	291	3.5%	406	5.4%	170	4.8%	867	4.5%
School (6)		0.0%	178	2.4%	2	0.1%	180	0.9%
St. Joseph College (7)	4	0.0%	35	0.5%	0	0.0%	39	0.2%
State Library Card (8)	2	0.0%	0	0.0%	0	0.0%	2	0.0%
Nonresident Fee (9)	142	1.7%	102	1.3%	0	0.0%	244	1.3%
Corporate (10)		0.0%	83	1.1%	0	0.0%	83	0.4%
Reciprocal (11)	226	2.7%	132	1.7%	6	0.2%	364	1.9%
Total	8344		7560		3517		19421	
Total items borrowed by nonresidents	504	6.0%	640	8.5%	25	0.7%	1169	6.0%

JASPER COUNTY PUBLIC LIBRARY PROGRAMS
April 1994

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Children's Programs (0-13)	11	8		19
Number attending	218	141		359
YA Programs (14-17)	1	1		2
Number attending	10	3		13
Adult Programs	3	4	4	11
Number attending	58	44	39	141
Senior Citizen Programs		2		2
Number attending		8		8
TOTAL NO. OF PROGRAMS	15	15	4	34
TOTAL PERSONS ATTENDING	286	196	39	521

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
Week of April 4 - 9, 1994

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
REFERENCE QUESTIONS				
Telephone: Directional	85	82	43	210
Telephone: Reference	102	123	8	233
In-person: Directional	130	171	22	323
In-person: Reference	217	198	29	444
Total	534	574	102	1210

Monthly Equivalent for April 1994

REFERENCE QUESTIONS				
Telephone: Directional	368	355	186	910
Telephone: Reference	442	533	35	1010
In-person: Directional	563	741	95	1400
In-person: Reference	940	858	126	1924
Total	2314	2487	442	5243

Comparison with Actual Figures: April 1993

REFERENCE QUESTIONS				
Telephone: Directional	204	180	126	510
Telephone: Reference	232	218	98	548
In-person: Directional	191	227	201	619
In-person: Reference	563	258	147	968
Total	1190	883	572	2645

Customer Satisfaction Survey
Let us know what you think.

JCPL- 1994

356 surveys

1. How satisfied are you with our books and other services?

Extremely: 153
Very: 128
Satisfied: 64

2. How helpful is our staff?

Extremely: 206
Very: 124
Helpful: 23
Somewhat: 1

3. How easy is it to find what you need?

Extremely: 96
Very: 150
Easy: 65
Somewhat: 14

4. How important is the library to you?

Extremely: 182
Very: 109
Important: 55
Somewhat 5
Not at all: 1

5. How often do you visit the library or call for information?

Weekly: 176
Monthly: 142
Four times yr: 24
Twice a yr: 3
Once a yr. 5

6. How often do you ask a librarian for help?

Weekly: 85
Monthly: 126
Four times yr: 95

Twice a yr: 40
Once a yr: 25

7. Are there other things you would like the library to offer?

More books: 99
More hours: 65
More Ref.Mat'ls: 45
More training: 26
Other: 33

8. Are you under 18? 62
Are you 18 or older? 259

Customer Satisfaction Survey
Let us know what you think.
JCPL- 1994

356 surveys

1. How satisfied are you with our books and other services?

Extremely:	D=44%	R=42%	W=45%
Very:	D=39%	R=34%	W=45%
Satisfied:	D=18%	R=19%	W=9%

2. How helpful is our staff?

Extremely:	D=76%	R=50%	W=64%
Very:	D=20%	R=41%	W=36%
Helpful:	D=4%	R=8%	
Somewhat:		R=0%	

3. How easy is it to find what you need?

Extremely:	D=29%	R=26%	W=32%
Very:	D=48%	R=40%	W=36%
Easy:	D=9%	R=21%	W=23%
Somewhat:	D=4%	R=4%	

4. How important is the library to you?

Extremely:	D=61%	R=46%	W=64%
Very:	D=26%	R=33%	W=23%
Important:	D=10%	R=18%	W=14%
Somewhat		R=2%	
Not at all:		R=0%	

5. How often do you visit the library or call for information?

Weekly:	D=52%	R=47%	W=64%
Monthly:	D=42%	R=41%	W=18%
Four times yr:	D=4%	R=7%	W=18%
Twice a yr:	D=1%	R=1%	

6. How often do you ask a librarian for help?

Weekly:	D=17%	R=28%	W=14%
Monthly:	D=42%	R=33%	W=36%
Four times yr:	D=29%	R=26%	W=27%

Twice a yr:	D=6%	R=14%	W=5%
Once a yr:	D=5%	R=7%	W=14%

7. Are there other things you would like the library to offer?

More books:	D=35%	R=24%	W=32%
More hours:	D=16%	R=19%	W=18%
More Ref.Mat'ls:	D=10%	R=13%	W=14%
More training:	D=7%	R=7%	W=14%
Other:	D=9%	R=9%	W=9%

Comments on this question:

Books: More large print books, more Christian books for jr hi; Newer babysitter Club, Sweet Valley Twins books; more kids' nonfiction

Hours: More night hours, Sunday hours (3), Weekend hours

Reference materials: More Infotrac equipment; CD ROM and/or computer reference services; Internet

Other: VCR; computers; talking computers & books for the blind; Computer usage classes for sr. citizens, More family videos (2); Children's videos; educational videos(2); more videos & new releases (10); more magazines and newspapers (2); more CD's; "more weekly story hours. I liked that."

8. Are you under 18?	D=7%	R=22%	W=9%
Are you 18 or older?	D=82%	R=67%	W=91%

Customer Satisfaction Survey
Let us know what you think.
DeMotte - 1994

96 surveys (35 with comments)

1. How satisfied are you with our books and other services?

42 (44%) Extremely 37 (39%) Very 17 (18%) Satisfied 2 (2%) Somewhat

2. How helpful is our staff?

73 (76%) Extremely 19 (20%) Very 4 (4%) Helpful

3. How easy is it to find what you need?

28 (29%) Extremely 46 (48%) Very 9 (9%) Easy 4 (4%) Somewhat

4. How important is the library to you?

59 (61%) Extremely 25 (26%) Very 10 (10%) Important

5. How often do you visit the library or call for information?

50 (52%) Weekly 40 (42%) Monthly 4 (4%) Four times, yr 1 (1%) Twice yr
1 (1%) Once yr

6. How often do you ask a librarian for help?

16 (17%) Weekly 40 (42%) Monthly 28 (29%) Four times, yr 6 (6%) Twice, yr
5 (5%) Once yr

7. Are there other things you would like the library to offer?

34 (35%) More books 15 (16%) More hours 10 (10%) More reference materials

7 (7%) More training on library equipment 9 (9%) Other

Comments on this question:

More large print books, More night hours, More family videos (2), more videos & new releases; talking computers & books for the blind; computers; more magazines, more kids' nonfiction; more Christian books for jr hi; Children's videos

Children's educational videos; Newer babysitter Club, Sweet Valley Twins books

8. Are you 7 (7%) Under 18 79 82%) 18 or older

Please share your comments or suggestions about how we can improve our services to you.

Children's Comments

I think it is difficult to find info on the Info-Trac.

More hours because not all people can make it to the library by 5 or 6 o'clock.

Kids' carpentry books

Adults' Comments

I have just started coming here. I really enjoy it.

DeMotte Library is extremely well run, all help are excellent.

My son was looking for books on rabbits one day when I walked up on him and one of the ladies. I was very impressed with the way she was helping him.

Staff is perfect; Don't change a thing!

Everyone is so nice and helpful. My daughter also loves storytime.

More story hours for children. The ones you do have are excellent! My children really enjoy them.

We find the library staff especially friendly, courteous and helpful. I find the DeMotte Library the most positive place to spend time in DeMotte.

The DeMotte Library is FABULOUS! A treasure for our town! The staff are tremendously helpful and always friendly! It feels good to bring the kids here!

There's no way you can improve you're all great!!!

Library should NOT close for seminars or when school is closed. Too many employees talking with nothing to do. Hope we aren't paying for fixing pipes.

Always very helpful.

Everyone in the library has been very helpful always.

The staff is always more than willing to help and locate books in other areas.

The staff is great, always so helpful and friendly. This library is an asset to DeMotte.

Bigger selection on how-to books.

I would be able to come more often if the library was open to 8:00 pm every night.

Something for school aged children on a monthly basis.

It's hard to find reference material needed for my college studies, just certain magazines that aren't carried here.

Have to rely on interlibrary loans in order to purchase books on subjects I study due to lack of material on hand. I also believe you need more movies and bigger selection of recent releases or hits. Your staff is wonderful and always pleasant to everyone.

Staff is helpful.

Everyone here is always courteous, helpful and friendly. I would like to see more books in the techno-thriller-adventure vein. Also technical books on firearms.

More parking in front.

Everything is very nice but the front parking, there is very little of it.

The childrens storytime is great! We also enjoy the wide variety of childrens books.

More country dance lessons.

We really appreciate all the Christian books you carry for our whole family!

Occasional evening hours.

We're very impressed with this library. I think it's great!

Re #1 and #3 (marked "very") - actually this should be answered "extremely" - and would be by most people - if you had the shelves packed I would probably want more and it is my own fault I haven't managed the new systems.

Older children wish more research materials were available at our library - more in depth (possible)

I really appreciate the staff & enjoy the special storytimes.

More good Christian reading series for jr. high & high school girls.

Customer Satisfaction Survey
Let us know what you think.
Wheatfield - 1994
 22 surveys (8 with comments)

1. How satisfied are you with our books and other services?

10 (45%) Extremely 10 (45%) Very 2 (9%) Satisfied Somewhat Not at all

2. How helpful is our staff?

14 (64%) Extremely 8 (36%) Very Helpful Somewhat Not at all

3. How easy is it to find what you need?

7 (32%) Extremely 8 (36%) Very 5 (23%) Easy

4. How important is the library to you?

14 (64%) Extremely 5 (23%) Very 3 (14%) Important

5. How often do you visit the library or call for information?

14 (64%) Weekly 4 (18%) Monthly 4 (18%) Four times, yr

6. How often do you ask a librarian for help?

3 (14%) Weekly 8 (36%) Monthly 6 (27%) Four times, yr 1 (5%) Twice, yr
 3 (14%) Once yr

7. Are there other things you would like the library to offer?

7 (32%) More books 4 (18%) More hours 3 (14%) More reference materials

3 (14%) More training on library equipment 2 (9%) Other

Comments on this question:

Computer usage for sr. citizens

8. Are you 2 (9%) Under 18 20 (91%) 18 or older

Please share your comments or suggestions about how we can improve our services to you.

Children's Comments

You gals are very nice to me. Thanks for your help!

Adults' Comments

I am very pleased with the Library Services. Sometime the Book Selections are not of my choice but I realize you can't please everyone!

I like dog books & kennel mgmt books. This library is very helpful and always willing.

Larger CD selection.

I really enjoy this library. They have things to do for the kids, like summer reading club, and the kids can study here too.

More videos and cd's

Sometimes, not very often I want to go to the library before 9:30 am. So I think that it would be nice if the library opened earlier than 9:30 am.

Doll info

Customer Satisfaction Survey
Let us know what you think.

Rensselaer-1994

(238 responses: 92 with comments)

1. How satisfied are you with our books and other services?

101 (42%) Extremely Satisfied 81 (34%) Very Satisfied 45 (19%) Satisfied 7 (3%) Somewhat Satisfied 1 (0%) Not at all

2. How helpful is our staff? 119 (50%) Extremely Helpful 97 (41%) Very Helpful 19 (8%) Somewhat Helpful 1 (0%) Not at all

3. How easy is it to find what you need? 61 (26%) Extremely Easy 96 (40%) Very Easy 51 (21%) Somewhat Easy 10 (4%) Not at all

4. How important is the library to you? 109 (46%) Extremely Important 79 (33%) Very Important 42 (18%) Somewhat Important 5 (2%) Not at all

5. How often do you visit the library or call for information? 112 (47%) Weekly 98 (41%) Monthly 16 (7%) Four times, yr 2 (1%) Twice yr 4 (2%) Once yr

6. How often do you ask a librarian for help? 66 (28%) Weekly 78 (33%) Monthly 61 (26%) Four times, yr 33 (14%) Twice, yr 17 (7%) Once yr

7. Are there other things you would like the library to offer? 58 (24%) More books 46 (19%) More hours 32 (13%) More reference materials

16 (7%) More training on library equipment 22 (9%) Other

Comments on this question:

Hours: Sundays-3; weekends-1

Reference materials: more infotrac equipment-1

Other: VCR-1; more papers & magazines-1; more CD's-1; Educational videos-1; more video-4; more recent videos-3; more videos (movie & how-to); interesting movies; CD ROM and/or computer reference services; Internet; "more story hour days--weekly story hours. I liked that."

8. Are you 53 (22%) Under 18 160 (67%) 18 or older

Please share your comments or suggestions about how we can improve our services to you.

Comments of those under age 18

I like the librarian because you can get lots of books from the librarian ----This library is very useful.---I think you run a very nice library here, and you have first class material.

Make the study room bigger. Get more toys for children. Get more computers so kids can play games and more games.

Get more reference materials because a lot of times the ones you need are gone. -----Get books on how to build a boat

Have more reading things. Starting program about reading.

Get books faster, better books & no key for the bathroom. (9)-----Bigger bathrooms.-----No key for restrooms. Turn printer on all hours & more books (mystery books, love stories) (11 yrs)

More study rooms with a inclosed area. Have the computers where a 5 year old can work with a 8 or 10 year old. -----More computers to play games on.

Need to hire more high school students.

Under the vertical files you have states and other things, but nothing on countries. Have more computers and read to a person once a day.

As a high school student you should be able to check a movie. -----You should be able to check out a movie if you're under 18 as long as your age is in the rating.

I would like the library to stay open for a few more hours because I work now after school and sometimes I can't get material I need for school work.

Talk to the librarian for help finding a book.

Adults' Comments

Videos & other A-V materials: H.S. students should be able to check out videos (18+)-----Extend the time on movie tapes.-----I have a 6 yr. old deaf daughter. She loves to check out your "sign me astory". She would love to have other movies.....Loaner video camera.....I would like to see a video arcade in the library (?).....More books on tape; more cd's

Books: Christian books for children: example - Denae DobsonLike Harlequin romances & comic booksI would like college catalogs that are available to be checked out. I would also like a drive-up drop box.....More books, magazines, and older as well as new materials in reference fiche and tapes. (?).....I have had no problems what-so-ever. Just the Clarence Mulford "Hopalong Cassidy" series is very limited.....

I found it easier to find books when the sections were separated. For example, having a sci-fi section, a mystery section, etc. I do not like how you changed it when you moved to this location.....Have more books - selection on paperbacks on the swing shelves. More small town newspapers to read (40+)

Facilities: More area for younger childrenAt the present time, I can think of nothing. But I have really appreciated the building being one story and so well lighted.....I love the new library and everyone is always great!!!.....This is one of the nicest libraries around. Much better than the old one. Everyone has always been helpful and courteous.....Very nice facilities and operation.....

I just love the new building. The staff is so helpful.....Pleasant surrounding, pleasant people. Need a place where one can relax with a cup of coffee to read paper, books..... Love the new building!.....I love the DeMotte & Rensselaer libraries (they are the ones I use). I think the new buildings are beautiful & they are equipped w/everything I need. Thank you!! (smiley face)

Automated System and Reference software: Please consider getting "Guide to Periodicals" as one computer is insufficient. (?).....I do not like the new check out system. I never know what is due when because it doesn't say in each book.....Wider range of topics on info. terminals.....More info on how to use computers, because the older people were brought up with card indexes. Also more things for children/pre-school age.....The computer really helps. The staff is always helpful and friendly.

Hours: Open at 8:30 am ? (?).....Keep the hours the same. Do not add any hours.....This is a wonderful library. Hours are very convenient. It might be nice to keep in contact with St. Joe's library for magazine holdings & vice versa.....I love our new facility and the staff is wonderful. Sometimes I wish there were Sunday hours.....Love coming to the library. Everyone is so nice, friendly and helpful!! Keep up the good work! Sunday hours would be nice especially in the winter.

Programs: My little boy and I enjoy the Toddler Time activity that is offered. We only wish it were more often. It gets him involved with other children and being the only child he needs this. Kathy is a great teacher and Brandon is always excited about coming to Toddler Time to see her. Another thing nice is that you provide toys, puzzles and other things for the kids to do while at the library.....

I do wish you offered more story times etc.during the summer as both of my children enjoy participating in the library programs greatly.....I have really enjoyed the basket classes with Diane Spurgeon and hope they continue!.....My son really enjoys storyhour.....My grandchildren have enjoyed storytime. Kathy has done a great job!.....

More storytime for young children in addition to the times you currently offer.....I would like to see some summer programs for all ages. Possibly more adult classes (evenings) cooking - manners, table decoration.....I am well satisfied with the service this library offers. I would always welcome continued special programs for all members of the family - speakers, book reviews, crafts (baskets, etc.), children's programs more frequently, etc.....

More toddler time.....I love the summer reading program for kids.....Outside story hour to show you can enjoy reading outside.

We enjoy coming to the library. It lets us spend time together.

Staff: Your childrens librarian is very good.....At this point in time the library meets all my needs. The library staff is very helpful and friendly.....Your staff is most obliging and helpful--a feeling of knowing each other - and your library is a very pleasant place to be.....Super staff.....Novice yet. Appreciate the library staff. Staff shows concern as to your need.....

Wonderful staff always ready with a smile and hello! Always very helpful in finding materials in the library and through interlibrary loan.....I think your staff here does a great job, just with school and everything else it's hard to get in with your hours. (she asked for more hours).....

I can honestly say This library building and staff are the greatest.....We feel the people at the library are very kind and helpful to our people at CDC.....We appreciate the time and effort to help us find what we needed. (they don't live here).....There seems to be a shortage of staff. My taxes pay for this. Why not enough help?.....You have an excellent library. Staff has always been more than professional and always have gone out of their way to be helpful!.....

I will enjoy watching the library continue to grow. I believe it's a cornerstone of our community. The staff is excellent.....Great staff - friendly - always willing to help & always smiling!.....I think the staff is doing a wonderful job. They tell me how to find things I need and are always there when I still need help.....I like when the librarian are very helpful when locating a book other than around here but other places in the United States. "Keep up the good work!"

Miscellaneous comments:

This library is more than Perfect! (76 yrs)

Great!

just continue as is, couldn't be any better.

I am recently new to the area. So I have not used the library extensively, however, I am very pleased thus far.

I have no problems whatsoever with our library.

Sometimes after school it is so noisy w/ school kids that it is hard to use the library - they are using it to socialize.

Nice library and very community minded.

Very fine service.

I'm very pleased with what the library has to offer. I have no complaints.

Just fine--

The library offers things that fulfill my needs and many things are offered that as a working person I can not take advantage of. They are doing a super job!!!

The new library is much improved over the old one. It has become a very important reference point for me.

The library is the Best! Whenever I bring my grown children here they are amazed at the books, records, videos, etc. - Needless to add my grandchildren's highlight of their visit to our home is the Library. THANK YOU!

Doing a great job.

I would be interested in a course teaching a beginners use of computers and instruction in how to use the available programs for seniors. (age 61)

Pleased and impressed w/services offered and started

As an outside salesman, I have felt this library has always been a good place to catch-up on paperwork and work on prospects.

I feel the library is very helpful. Keep up the good work.

I don't think you need to improve.

FINANCIAL REPORT BY FUND
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 29 Apr 94

FUND #	DESCRIPTION	BEGINNING BALANCE	RECEIPTS THIS MONTH	RECEIPTS YEAR-TO-DATE	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	BALANCE
100	OPERATING FUND	26162.71	26918.49	35703.39	71938.54	254165.67	-18857.34
101	PUBLIC LIBRARY ACCESS CARD	48.00	16.00	64.00	48.00	81.54	16.00
	GIFT FUNDS						
110.01	DEMOTTE GIFT FUND	2730.70	25.00	50.00	.00	.00	2755.70
110.02	RENSSELAER GIFT FUND	1519.12	1377.79	1462.79	1695.85	1826.43	1201.06
110.03	WHEATFIELD GIFT FUND	812.91	41.50	186.50	20.40	20.40	834.01
	BOND AND INTEREST						
120.02	WHEATFIELD BOND AND INTEREST	.00	.00	.00	.00	.00	.00
120.03	RENS & DEM BOND AND INTEREST	130001.32	21465.62	21465.62	.00	.00	151466.94
130	LIRF FUND	17645.73	.00	.00	.00	.00	17645.73
	INVESTMENTS						
140.01	OPERATING FUND INVESTMENTS	.00	.00	.00	.00	.00	.00
140.02	LIRF INVESTMENTS	.00	.00	.00	.00	.00	.00
140.03	DEMOTTE BOND AND INTEREST	.00	.00	.00	.00	.00	.00
140.04	WHEATFIELD BOND AND INTEREST	.00	.00	.00	.00	.00	.00
	PETTY CASH						
150.01	DEMOTTE PETTY CASH	30.00	.00	.00	.00	.00	30.00
150.02	RENSSELAER PETTY CASH	60.00	.00	.00	.00	.00	60.00
150.03	WHEATFIELD PETTY CASH	30.00	.00	.00	.00	.00	30.00
160	RECIPROCAL BORROWING FUND	.00	.00	.00	.00	.00	.00
170	LEVY EXCESS FUND	.00	.00	.00	.00	.00	.00
180	CONSTRUCTION FUND	67965.21	1051.65	2208.25	26.95	6277.59	68989.91
190	CASH CHANGE FUND	80.00	.00	.00	.00	.00	80.00
	WITHHOLDING ACCOUNTS						
200.01	FIT TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.02	FICA TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.03	GIT TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.04	CO TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.05	IND.DEFERRED COMPENSATION	.00	.00	.00	.00	.00	.00
200.06	BONDS PURCHASED	.00	.00	.00	.00	.00	.00
200.07	HEALTH INSURANCE	-83.34	.00	.00	-360.42	77.85	277.08
200.08	P.E.R.F.	2657.50	.00	.00	1723.20	1563.54	934.30
200.09	GARNISHMENTS	.00	.00	.00	.00	.00	.00
-TOTAL ALL FUNDS-		249659.86	50896.05	61140.55	75092.52	264013.02	225463.39

{-----BANK BALANCES-----}
DATE {29 APR 94}

A1 {BANK ONE CHECKING	}	B1 {	52615.37}
A2 {CONSTRUCTION FUND SAVINGS ACCT}	}	B2 {	69016.86}
A3 {CERTIFICATE OF DEPOSIT #2	}	B3 {	0.00}
A4 {FIRST OF AMERICA	}	B4 {	33899.90}
A5 {DEMOTTE STATE BANK	}	B5 {	40227.71}
A6 {INDIANA FEDERAL	}	B6 {	13703.72}
A7 {NBD BANK	}	B7 {	12548.83}
A8 {FIRST FEDERAL SAVINGS BANK	}	B8 {	3451.00}
A9 {	}	B9 {	0.00}
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TOTAL		B10{	225463.39}

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

29 Apr 94

OPERATING FUND ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	% SPENT
1.11	SALARY OF LIBRARIAN	37606.00	.00	37606.00	3133.86	12497.01	25108.99	33%
1.12	SALARY OF ASSISTANTS	374642.00	.00	374642.00	31298.14	119070.93	255571.07	32%
1.13	WAGES OF JANITORS	17056.00	.00	17056.00	1360.89	5194.46	11861.54	30%
1.21	EMPLOYER'S SHARE-FICA	32893.00	.00	32893.00	2738.19	10462.46	22430.54	32%
1.22	UNEMPLOYMENT COMPENSATION	1224.00	.00	1224.00	490.68	496.44	727.56	41%
1.23	EMPLOYER'S CONTRIBUTION - PERF	22277.00	.00	22277.00	5314.81	10518.45	11758.55	47%
1.24	EMPLOYER'S CONTRIBUTION - INS.	12000.00	.00	12000.00	.00	390.00	11610.00	3%
1.31	OTHER PERSONAL SERVICES	1500.00	.00	1500.00	79.50	233.88	1266.12	16%
2.11	OFFICIAL RECORDS	800.00	.00	800.00	.00	41.68	758.32	5%
2.12	STATIONERY AND PRINTING	500.00	.00	500.00	.00	.00	500.00	0%
2.13	OTHER OFFICE SUPPLIES	4500.00	.00	4500.00	286.59	1492.10	3007.90	33%
2.21	CLEANING & SANITATION SUPPLIES	5500.00	.00	5500.00	3.78	748.93	4751.07	14%
2.22	FUEL, OIL & LUBRICANTS	20.00	.00	20.00	.00	.00	20.00	0%
2.23	OTHER OPERATING SUPPLIES	1000.00	.00	1000.00	278.10	876.74	123.26	87%
2.31	BUILDING MATERIALS & SUPPLIES	600.00	.00	600.00	57.16	219.26	380.74	37%
2.32	PAINT AND PAINTING SUPPLIES	200.00	.00	200.00	.00	.00	200.00	0%
2.33	REPAIR PARTS	250.00	.00	250.00	43.29	43.29	206.71	17%
2.41	LIBRARY SUPPLIES	4500.00	.00	4500.00	53.94	822.42	3677.58	18%
2.42	AUTOMATION SUPPLIES	5000.00	.00	5000.00	.00	761.40	4238.60	15%
3.11	CONSULTING SERVICES	.00	.00	.00	.00	.00	.00	0%
3.12	ENGINEERING & ARCH. SERVICES	500.00	.00	500.00	.00	.00	500.00	0%
3.13	LEGAL SERVICES	1500.00	.00	1500.00	.00	.00	1500.00	0%
3.14	OTHER PROFESSIONAL SERVICES	1000.00	.00	1000.00	.00	.00	1000.00	0%
3.21	TELEPHONE	23500.00	.00	23500.00	1636.32	6575.15	16924.85	28%
3.22	POSTAGE	5000.00	.00	5000.00	393.34	1201.89	3798.11	24%
3.23	TRAVELING EXPENSE	3500.00	.00	3500.00	187.50	527.25	2972.75	15%
3.24	PROFESSIONAL MEETINGS	3500.00	.00	3500.00	829.80	2170.00	1330.00	62%
3.25	FREIGHT	50.00	.00	50.00	.00	.00	50.00	0%
3.31	ADVERTISING & PUBLIC NOTICES	800.00	.00	800.00	.00	29.65	770.35	4%
3.32	OTHER PRINTING	600.00	.00	600.00	.00	.00	600.00	0%
3.41	OFFICIAL BONDS	500.00	.00	500.00	.00	50.00	450.00	10%
3.42	OTHER INSURANCE	13400.00	.00	13400.00	11146.20	11146.20	2253.80	83%
3.51	GAS	32000.00	.00	32000.00	1896.01	10865.33	21134.67	34%
3.52	ELECTRICITY	55000.00	.00	55000.00	3238.79	13112.42	41887.58	24%
3.53	WATER	1500.00	.00	1500.00	84.23	401.12	1098.88	27%
3.54	WASTE DISPOSAL SERVICES	2800.00	.00	2800.00	187.47	889.75	1910.25	32%
3.61	BUILDING & STRUCTURES	9000.00	.00	9000.00	368.56	5259.88	3740.12	58%
3.62	EQUIPMENT	2500.00	.00	2500.00	153.90	678.29	1821.71	27%
3.71	REAL ESTATE	.00	.00	.00	.00	.00	.00	0%
3.72	EQUIPMENT	250.00	.00	250.00	9.95	114.80	135.20	46%
3.8	DEBT SERVICE	.00	.00	.00	.00	.00	.00	0%
3.91	DUES	2200.00	.00	2200.00	.00	50.00	2150.00	2%
3.92	INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.00	.00	0%
3.93	TAXES & ASSESSMENTS	.00	.00	.00	.00	.00	.00	0%
3.94	TRANSFER TO LIRF	7000.00	.00	7000.00	.00	.00	7000.00	0%
3.95	SERVICE CONTRACTS	16670.00	.00	16670.00	359.06	2323.20	14346.80	14%
3.96	PETTY CASH	120.00	.00	120.00	.00	.00	120.00	0%
3.97	INTERVIEWING & MOVING EXP.	250.00	.00	250.00	.00	.00	250.00	0%
3.98	MAINTENANCE CONTRACTS	30000.00	.00	30000.00	329.00	1013.00	28987.00	3%
4.1	LAND	.00	.00	.00	.00	.00	.00	0%
4.2	BUILDINGS	.00	.00	.00	.00	.00	.00	0%
4.3	IMPROVEMENTS OTHER THAN BUILD.	.00	275.00	275.00	.00	.00	275.00	0%
4.4	FURNITURE & EQUIPMENT	5000.00	3827.90	8827.90	.00	3827.90	5000.00	43%
4.51	BOOKS	115000.00	.00	115000.00	5480.40	18152.58	96847.42	16%
4.52	PERIODICALS & NEWSPAPERS	35000.00	.00	35000.00	123.00	11191.43	23808.57	32%
4.53	NONPRINTED MATERIALS	12000.00	.00	12000.00	376.08	716.38	11283.62	6%
	-TOTAL-	902208.00	4102.90	906310.90	71938.54	254165.67	652145.23	28%

APPROPRIATION REPORT

----- JASPER COUNTY PUBLIC LIBRARY -----

29 Apr 94

CONSTRUCTION FUND ACNT # DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE
3.12 ENGINEERING & ARCH. SERVICES	7560.00	.00	7560.00	.00	.00	7560.00
4.2 BUILDINGS	.00	.00	.00	.00	244.10	244.10
4.3 IMPROVEMENTS OTHER THAN BUILD.	52021.00	-13273.75	38747.25	26.95	95.05	38652.20
4.4 FURNITURE & EQUIPMENT	13630.25	15330.00	28960.25	.00	5938.44	23021.81
-TOTAL-	73211.25	2056.25	75267.50	26.95	6277.59	68989.91

CHECK REGISTER
----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET
RENSSELAER, IN 47978-2447
29 Apr 94

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
003644	00403	MARY K. MARTIN	870.35	08 APR 94	PAYROLL
003634	00404	CHARLOTTE FAGEN	587.53	08 APR 94	PAYROLL
003648	00405	SHARON SCHULENBERG	527.28	08 APR 94	PAYROLL
003652	00406	JILL TACHTIRIS	540.17	08 APR 94	PAYROLL
003641	00407	JOAN KOPANDA	382.27	08 APR 94	PAYROLL
003656	00408	DIANE WIERS	419.69	08 APR 94	PAYROLL
003646	00409	KATHLEEN PADGITT	493.49	08 APR 94	PAYROLL
003647	00410	BONNIE POWELL	391.93	08 APR 94	PAYROLL
003628	00411	GLENDA BROWN	481.88	08 APR 94	PAYROLL
003640	00412	DIANA KOBY	153.87	08 APR 94	PAYROLL
003649	00413	EILEEN SPURGEON	110.82	08 APR 94	PAYROLL
003632	00414	LYNN DAUGHERTY	1034.69	08 APR 94	PAYROLL
003630	00415	RENEE CARR	348.95	08 APR 94	PAYROLL
003655	00416	WHITED, AMBER	237.88	08 APR 94	PAYROLL
003638	00417	ROSE E. HOWARD	576.14	08 APR 94	PAYROLL
003635	00418	PAMELA FERBER	613.61	08 APR 94	PAYROLL
003636	00419	KIMBERLY GARWOOD	810.47	08 APR 94	PAYROLL
003633	00420	JULIE EISELE	153.45	08 APR 94	PAYROLL
003626	00421	MARLENE BEEDLE	296.37	08 APR 94	PAYROLL
003645	00422	CAROL MITCHELL	428.52	08 APR 94	PAYROLL
003625	00423	BACHMAN, CAROL	390.32	08 APR 94	PAYROLL
003639	00424	GAIL M. JUNG	528.12	08 APR 94	PAYROLL
003653	00425	TANYA JO TANIS	110.04	08 APR 94	PAYROLL
003629	00426	JILL M. BYKERK	113.92	08 APR 94	PAYROLL
003654	00427	WEBSTER, RACHAEL D.	110.31	08 APR 94	PAYROLL
003627	00428	JULIE A. BEST	77.32	08 APR 94	PAYROLL
003631	00429	KATHLEEN M. CAVANAUGH	534.50	08 APR 94	PAYROLL
003637	00430	JENNIFER M. HENDRICKS	92.45	08 APR 94	PAYROLL
003643	00431	SHARON K. LEWIS	56.00	08 APR 94	PAYROLL
003650	00432	LYNN M. STALBAUM	75.64	08 APR 94	PAYROLL
003658	00433	LEANNE YORK	707.08	08 APR 94	PAYROLL
003642	00434	PAMELA D. KYLE	95.45	08 APR 94	PAYROLL
003651	00435	JACK STANDISH	369.26	08 APR 94	PAYROLL
003657	00436	MARGARET M. WOODS	372.36	08 APR 94	PAYROLL
012767	00437	BANK ONE	4555.68	08 APR 94	FICA & FED TAXES WITHHELD 08
012768	00438	INDIANA DEFERRED COMPENSATIO	135.00	08 APR 94	WITHHELD FROM 08 APR 94 PAYR
012769	00439	ABDO & DAUGHTERS	330.04	11 APR 94	BOOKS
012770	00440	ACE HARDWARE	6.75	11 APR 94	CLEANING SUPPLIES & LIGHT BU
012771	00441	ALA VIDEO/LIBRARY VIDEO NETW	43.80	11 APR 94	VIDEOS-for system
012772	00442	AMERICAN BIBLE SOCIETY	20.40	11 APR 94	GIFT FUND BOOKS-WHEATFIELD
012773	00443	AVC CORPORATION	94.00	11 APR 94	SERVICE AGREEMENT-MAY 1994
012774	00444	BIERMA HARDWARE, INC.	30.53	11 APR 94	ICE MELT-WHEATFIELD
012775	00445	BAKER & TAYLOR	179.83	11 APR 94	BOOKS-CONTINUATIONS
012776	00446	BAKER & TAYLOR	2213.75	11 APR 94	BOOKS & GIFT FUND BOOKS-R
012777	00447	CAIN CONSULTING GROUP	1900.00	11 APR 94	DIRECTOR & BOARD DEVELOPMENT
012778	00448	CAROL BACHMAN	5.50	11 APR 94	MILEAGE
012779	00449	CAROL MITCHELL	11.00	11 APR 94	MILEAGE
012780	00450	CENTRAL STATES SALES CORPORA	209.60	11 APR 94	OUTDOOR REPLACEMENT BULBS

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----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

29 Apr 94

PAGE 2

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
012781	00451	CENTURY INSURANCE AGENCY, IN	1963.20	11 APR 94	ANNUAL BOILER & MACHINERY PO
012782	00452	CHARLOTTE FAGEN	70.65	11 APR 94	MILEAGE & SUMMER READING-D.
012783	00454	CIRCLE "R" MECHANICAL, INC.	413.56	11 APR 94	REPAIR BROKEN PIPE-R. & MNC
012784	00455	CITY OF RENSSELAER	2082.29	11 APR 94	RENSSELAER-UTILITIES-MARCH,
012785	00456	CROWN COMPUTER	123.90	11 APR 94	COMPUTER REPAIRS-DEMOTTE
012786	00457	CUSTOM LAWN CARE	165.00	11 APR 94	SNOW REMOVAL-RENS.
012787	00458	FAGEN PHARMACY	9.05	11 APR 94	FILM & FILM DEVELOPING
012788	00459	FASE'S	30.00	11 APR 94	VACUUM REPAIRS-DEM.
012789	00460	FAS-TRACK COMPUTER PRODUCTS	318.34	11 APR 94	GROLIER'S MULTI-MEDIA ENCYCL
012790	00461	GAIL JUNG	38.81	11 APR 94	RENSSELAER PETTY CASH
012791	00462	HERITAGE OFFICE PRODUCTS, IN	7.96	11 APR 94	CORRECTION RIBBONS-TYPEWRITE
012792	00463	HOLMES PLUMBING	25.00	11 APR 94	REPAIRED BACKED UP FIXTURE-D
012793	00464	HOOK'S DRUGS #162	12.00	11 APR 94	NEWSPAPERS-MARCH-DEMOTTE
012794	00465	HP PRODUCTS CORP.	121.66	11 APR 94	ICE MELT,CLEANING SUP.,& VAC
012795	00467	INDIANA DEPT. OF EMPLOYMENT	490.68	11 APR 94	UNEMPLOYMENT COMPENSATION-1S
012796	00468	INDIANA FARMERS MUTUAL INSUR	9183.00	11 APR 94	ANNUAL BLDG. POLICY-4/16/94
012797	00469	LAKE COUNTY PUBLIC LIBRARY	72.00	11 APR 94	HOSPITALITY-CAIN CONSULTING
012798	00470	INDIANA STATE LIBRARY	48.00	11 APR 94	3 PLAC CARDS - 1ST QUARTER..
012799	00471	LDOS COMMUNICATIONS	792.57	11 APR 94	DATA LINES & LONG DISTANCE L
012800	00472	LERNER PUBLICATIONS CO.	386.49	11 APR 94	BOOKS
012801	00473	LIBRARY ADMINISTRATOR'S DIGE	36.00	11 APR 94	PERIODICAL SUBSCRIPTION-4/94
012802	00474	LIBRARY OF CONGRESS	93.00	11 APR 94	BOOKS-TECH. SERVICES DEPT.
012803	00475	LYNN DAUGHERTY	89.70	11 APR 94	MILEAGE, MEETING, DOOR CHIME(CONSTR.-\$26.95)
012804	00476	MARGE HOHNER	13.00	11 APR 94	BOARD MEETING 3/11/94
012805	00477	MARY K. MARTIN	71.00	11 APR 94	MILEAGE
012806	00478	MILLBROOK PRESS	423.56	11 APR 94	BOOKS
012807	00479	NATIONAL GEOGRAPHIC SOCIETY	209.10	11 APR 94	BOOKS
012808	00480	NIPSCO	3305.49	11 APR 94	UTILITIES-DEM & WHEATFIELD
012809	00481	NORTHWESTERN INDIANA TELEPHO	93.73	11 APR 94	TELEPHONE-MARCH-DEMOTTE
012810	00482	PATRICIA REED	11.00	11 APR 94	MILEAGE
012811	00483	PHILIP E. HOWARD	19.50	11 APR 94	JANITORIAL WORK
012812	00484	POSTMASTER GENERAL	377.30	11 APR 94	1170-29 CENT STAMPS & 200-19
012813	00485	PUBLIC EMPLOYEES' RETIREMENT	7972.31	11 APR 94	1ST QUARTER PAYMENT 1994
012814	00486	QUILL	278.63	11 APR 94	BINDERS, LABELS, FOLDERS,INK
012815	00487	RADISSON STAR PLAZA	129.80	11 APR 94	LODGING-DAN CAIN,CAIN CONSUL
012816	00488	RENSSELAER REPUBLICAN	75.00	11 APR 94	ANNUAL SUBSCRIPTION-THRU 1/1
012817	00489	SCHULTZ TV & ELECTRONICS	29.97	11 APR 94	POLICE CALL RADIO GUIDES-B00
012818	00490	SECURITY COURIERS, INC.	359.06	11 APR 94	TRANSPORT TO BRANCHES-TO 3/4
012819	00491	SHERWOOD PRESS	12.60	11 APR 94	BOOKS
012820	00492	STECK-VAUGHN COMPANY	15.96	11 APR 94	BOOKS
012821	00493	STEVE HOFFMAN	73.79	11 APR 94	GENERAL MAINTENANCE & REPAIR
012822	00495	TEETERS CULLIGAN	9.95	11 APR 94	WATER COOLER RENTAL
012823	00496	TIME-LIFE EDUCATION	1979.66	11 APR 94	BOOKS
012824	00497	TIME WARNER VIEWER'S EDGE	8.95	11 APR 94	VIDEO
012825	00498	TOWN OF DEMOTTE, c/o DEMOTTE	18.72	11 APR 94	SEWER SERVICE-FEB. 1994-DEMO
012828	00499	UNITED TELEPHONE COMPANY	605.40	11 APR 94	RENSSELAER-PHONES-MARCH
012829	00500	NORTHWESTERN INDIANA TELEPHO	25.56	11 APR 94	TELEPHONE-DEMOTTE-MARCH
COR.ENTRY	00501	TIME-LIFE EDUCATION	-1979.66	13 APR 94	CORRECT VOUCHER #00496

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208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

29 Apr 94

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
012823	00502	TIME-LIFE EDUCATION	1979.66	13 APR 94	BOOKS & GIFT FUND BOOKS-RENS
003681	00503	MARY K. MARTIN	870.35	25 APR 94	PAYROLL
003671	00504	CHARLOTTE FAGEN	587.53	25 APR 94	PAYROLL
003686	00505	SHARON SCHULENBERG	481.70	25 APR 94	PAYROLL
003690	00506	JILL TACHTIRIS	496.81	25 APR 94	PAYROLL
003678	00507	JOAN KOPANDA	382.27	25 APR 94	PAYROLL
003694	00508	DIANE WIERS	461.17	25 APR 94	PAYROLL
003683	00509	KATHLEEN PADGITT	453.92	25 APR 94	PAYROLL
003684	00510	BONNIE POWELL	362.69	25 APR 94	PAYROLL
003665	00511	GLENDA BROWN	523.36	25 APR 94	PAYROLL
003677	00512	DIANA KOBY	102.58	25 APR 94	PAYROLL
003687	00513	EILEEN SPURGEON	105.28	25 APR 94	PAYROLL
003669	00514	LYNN DAUGHERTY	1034.69	25 APR 94	PAYROLL
003667	00515	RENEE CARR	348.95	25 APR 94	PAYROLL
003693	00516	WHITED, AMBER	187.58	25 APR 94	PAYROLL
003675	00517	ROSE E. HOWARD	470.13	25 APR 94	PAYROLL
003672	00518	PAMELA FERBER	613.61	25 APR 94	PAYROLL
003673	00519	KIMBERLY GARWOOD	810.47	25 APR 94	PAYROLL
003670	00520	JULIE EISELE	149.98	25 APR 94	PAYROLL
003663	00521	MARLENE BEEDLE	241.89	25 APR 94	PAYROLL
003682	00522	CAROL MITCHELL	364.62	25 APR 94	PAYROLL
003662	00523	BACHMAN, CAROL	356.25	25 APR 94	PAYROLL
003676	00524	GAIL M. JUNG	528.12	25 APR 94	PAYROLL
003691	00525	TANYA JO TANIS	75.23	25 APR 94	PAYROLL
003685	00526	PATRICIA A. REED	739.24	25 APR 94	PAYROLL
003666	00527	JILL M. BYKERK	82.96	25 APR 94	PAYROLL
003692	00528	WEBSTER, RACHAEL D.	110.31	25 APR 94	PAYROLL
003664	00529	JULIE A. BEST	81.11	25 APR 94	PAYROLL
003668	00530	KATHLEEN M. CAVANAUGH	534.50	25 APR 94	PAYROLL
003674	00531	JENNIFER M. HENDRICKS	88.69	25 APR 94	PAYROLL
003680	00532	SHARON K. LEWIS	26.32	25 APR 94	PAYROLL
003688	00533	LYNN M. STALBAUM	75.64	25 APR 94	PAYROLL
003696	00534	LEANNE YORK	707.08	25 APR 94	PAYROLL
003679	00535	PAMELA D. KYLE	110.96	25 APR 94	PAYROLL
003689	00536	JACK STANDISH	369.26	25 APR 94	PAYROLL
003695	00537	MARGARET M. WOODS	344.38	25 APR 94	PAYROLL
012830	00538	BANK ONE	4551.74	04/25/94	FICA & FEDERAL TAX WITHHELD
012831	00540	INDIANA DEFERRED COMPENSATIO	135.00	25 APR 94	WITHHELD FROM PAYROLL 25APR9
012832	00541	INDIANA DEPARTMENT OF REVENUE	1487.18	25 APR 94	STATE & COUNTY TAX WITHHELD
012833	00542	UNITED TELEPHONE COMPANY	119.06	25 APR 94	WHEATFIELD PHONE APRIL SERVI
COR. ENTR	00543	COURTYARD BY MARRIOTT	-171.60	25 APR 94	CORRECT VOUCHER #00256
012694	00544	COURTYARD BY MARRIOTT	171.60	25 APR 94	LODGING FOR ILF CONF. 4/6/94

--TOTAL AMOUNT OF CLAIMS-- 75092.52

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 75092.52. Dated 09 MAY 94.

_____	_____
_____	_____
_____	_____
_____	_____

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

APRIL 1994

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES.....			\$1,706.00	\$6,436.09
DeMotte	\$644.35	\$2,198.54		
Rensselaer	\$631.39	\$3,056.11		
Wheatfield	\$430.26	\$1,181.44		
PHOTOCOPIES.....			\$638.35	\$2,279.84
DeMotte	\$249.40	\$910.55		
Rensselaer	\$283.76	\$1,017.55		
Wheatfield	\$105.19	\$351.74		
CARDS.....			\$95.50	\$322.00
DeMotte	\$43.50	\$154.50		
Rensselaer	\$47.50	\$153.50		
Wheatfield	\$4.50	\$14.00		
PLAC FUND.....			\$16.00	\$64.00
GIFT FUNDS.....			\$1,444.29	\$1,699.29
DeMotte	\$25.00	\$50.00		
Rensselaer	\$1,377.79	\$1,462.79		
Wheatfield	\$41.50	\$186.50		
INTEREST.....			\$1,589.43	\$4,855.94
RECIPROCAL BORROWING.....			\$0.00	\$0.00
TAXES.....			\$45,155.32	\$45,155.32
Local Option/Certified Shares		\$0.00		
Local Option/Property Tax Repl.		\$0.00		
Property Tax	\$45,155.32	\$45,155.32		
Financial Institution Tax		\$0.00		
License Excise Tax		\$0.00		
State Distribution		\$0.00		
REFUNDS.....			\$251.16	\$328.07
Baker & Taylor-Postage	\$0.00	\$70.80		
D. Menken-Video Repair	\$0.00	\$4.50		
City of Mesa,Az-ILL Postage	\$0.00	\$1.61		
Demco-Returned old product	\$251.16	\$251.16		
		\$0.00		
TOTAL RECEIPTS			\$50,896.05	\$61,140.55

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208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

04 May 94

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
012834	00545	ACE HARDWARE	21.06	09 MAY 94	BOWL CLEANER
012835	00546	AMERICAN LIBRARY ASSOCIATION	44.73	09 MAY 94	BOOKMARKS,POSTERS-WH. SUMMER
012836	00547	AVC CORPORATION	94.00	09 MAY 94	SERVICE AGREEMENT-JUNE, 1994
012837	00548	BAKER & TAYLOR	566.59	09 MAY 94	CONTINUATIONS-BOOKS
012838	00549	BAKER & TAYLOR	4381.18	09 MAY 94	BOOKS & GIFT FUND BOOKS
012839	00550	BETTY A. HUFF (PAS-TIME BOO	157.51	09 MAY 94	BOOKS
012840	00551	CAIN CONSULTING GROUP	53.00	09 MAY 94	AUDIO TAPES- BOARD DEVELOPME
012841	00552	BROWN'S GARDEN SHOPPE	421.66	09 MAY 94	LAWN CARE & MATERIALS
012842	00553	CAMPBELL PRINTING COMPANY	148.47	09 MAY 94	LIBRARY BROCHURES
012843	00554	CAROL BACHMAN	11.00	09 MAY 94	MILEAGE
012844	00555	CAROL MITCHELL	4.00	09 MAY 94	MILEAGE
012845	00556	CENTRAL STATES SALES CORPORA	138.35	09 MAY 94	OUTDOOR LIGHTS
012846	00557	CHILDRENS PRESS	152.25	09 MAY 94	BOOKS
012847	00558	CIRCLE "R" ELECTRIC, INC.	41.50	09 MAY 94	RESET TIME CLOCK, CHECK LIGH
012848	00559	CIRCLE "R" MECHANICAL, INC.	225.00	09 MAY 94	QTLY. PREVENTATIVE MTNCE & F
012849	00560	CITY OF RENSSELAER	2260.74	09 MAY 94	UTILITIES-RENSSELAER-APRIL
012850	00561	CROWN COMPUTER	55.00	09 MAY 94	REMOVE COMPUTER VIRUS-D.PATR
012851	00562	CQ COMMUNICATIONS	42.85	09 MAY 94	BOOKS
012852	00563	DEMCO	83.83	09 MAY 94	BK ORDER SLIPS,BK POCKETS,BK
012853	00564	EDUCATORS PROGRESS SERVICE,	40.90	09 MAY 94	BOOKS
012854	00565	FACTS ON FILE, INC.	67.28	09 MAY 94	BOOKS
012855	00566	FAS-TRACK COMPUTER PRODUCTS	185.25	09 MAY 94	CD CADDIES & KEYBOARD DUST C
012856	00567	GAIL JUNG	79.00	09 MAY 94	MILEAGE & MEETING
012857	00568	GAYLORD BROS.	279.35	09 MAY 94	PRINTER PAPER THERMAL PAPER
012858	00569	GLENDA BROWN	36.50	09 MAY 94	MILEAGE
012859	00570	GODWINS BOOKE & DICKENSON	496.67	09 MAY 94	SEMI-ANNUAL INS. PREMIUM-MAR
012860	00571	HAMSTRA GROUP, INC.	51.00	09 MAY 94	ROOF REPAIRS-WHEATFIELD
012861	00572	H. W. WILSON COMPANY	242.00	09 MAY 94	WILSON LIB. BULLETIN,READERS
012862	00573	INCOLSA	60.00	09 MAY 94	WORKSHOP-JUNG, BEEDLE,TACHTI
012863	00574	INDIANA HISTORICAL SOCIETY	20.00	09 MAY 94	MEMBERSHIP DUES
012864	00575	INDIANA LIBRARY FEDERATION	8.00	09 MAY 94	PUBLIC FORUM ON P.L. ISSUES-
012865	00576	KANKAKEE VALLEY POST NEWS	25.50	09 MAY 94	SUBSCRIPTION REHS. 5/94-5/95
012866	00577	KATHLEEN CAVANAUGH	108.75	09 MAY 94	MILEAGE & PARKING
012867	00578	KATHLEEN PADGITT	46.00	09 MAY 94	MILEAGE
012868	00579	KIMBERLY GARWOOD	309.30	09 MAY 94	MILEAGE,MEETINGS, & DISK HOL
012869	00580	LDOS COMMUNICATIONS	870.15	09 MAY 94	DATA LINES & LONG DISTANCE S
012870	00581	LYNN DAUGHERTY	168.46	09 MAY 94	BD.DEVELOPMENT BKS,MILEAGE,M
012871	00582	MARGE HOHNER	13.00	09 MAY 94	MILEAGE
012872	00583	MARSHALL CAVENDISH CORPORATI	390.34	09 MAY 94	BOOKS
012873	00584	MARY K. MARTIN	195.50	09 MAY 94	MILEAGE
012874	00585	NIALSA	62.89	09 MAY 94	ILL POSTAGE FOR 1ST QUARTER
012875	00586	NIPSCO	2771.85	09 MAY 94	APRIL UTILITIES-WHEATFIELD &
012876	00587	NORTHWESTERN INDIANA TELEPHO	135.74	09 MAY 94	TELEPHONE SERVICE-MAY-DEMOTT
012877	00588	PAM FERBER	22.49	09 MAY 94	BOOK LEASE POSTAGE-WH.
012878	00589	PHILIP HOWARD	45.00	09 MAY 94	LAWN CARE-WHEATFIELD
012879	00590	POSTMASTER GENERAL	557.00	09 MAY 94	STAMPS-1800-29CENT;200-10CEN
012880	00591	PRECISION CONTROL SYSTEMS, I	1770.00	09 MAY 94	ANNUAL PREVENTATIVE MTNCE AG
012881	00592	QUILL	83.91	09 MAY 94	TAPE, COMP. RIBBONS,POST-ITS

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208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

04 May 94

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation	
012882	00593	READER'S DIGEST ASSOCIATION	67.38	09 MAY 94	MAGAZINE SUBSCRIPTIONS-1 FOR	
012883	00594	REED REFERENCE PUBLISHING	233.74	09 MAY 94	BIP SUPPLEMENT, 1993-94	
012884	00595	ROURKE PUBLISHING GROUP	466.90	09 MAY 94	BOOKS	
012885	00596	SCHNAIBLE SERVICE & SUPPLY C	144.44	09 MAY 94	M-FOLDS,T.P.,SPRAY BUFF,AIRL	
012886	00597	SECURITY COURIERS, INC.	595.26	09 MAY 94	TRANSPORT SERVICE 3/11-4/15/	
012887	00598	SEMINARS INTERNATIONAL	115.00	09 MAY 94	CONFLICT,CRITICISM,ANGER WOR	
012888	00599	SMILEMAKERS	45.15	09 MAY 94	STICKERS & FINGER PUPPETS-R.	
012889	00600	TEETERS CULLIGAN	34.70	09 MAY 94	WATER COOLER RENTAL & WATER-	
012890	00601	TOWN OF DEMOTTE, c/o DEMOTTE	18.72	09 MAY 94	MARCH SEWER SERVICE	
012891	00602	TYSEN'S COUNTRY GROCERY, INC	24.40	09 MAY 94	BLOO DROP-INS-DEMOTTE	
NSTR.	012892	00603	COAST TO COAST	11.88	09 MAY 94	RENS.& DEM. BLDG. CONSTRUCTI
UND	012893	00604	QUILL	839.99	09 MAY 94	LATERAL FIRE FILE-AD.ASST. 0
	012894	00605	WILLIAM A. DOWELL	36.00	09 MAY 94	FLAG-RENSSELAER BLDG.

--TOTAL AMOUNT OF CLAIMS-- 20678.11

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 2 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 20678.11. Dated 09 MAY 94.

_____	_____
_____	_____
_____	_____
_____	_____

1994 Operating Budget

In an attempt to spend only 87% of our budget, our goal is to spend no more than \$65,410 per month. Figures below show what is actually spent each month and how close we are to meeting that goal. (Figures in the last column on lines for upcoming months should be ignored.)

		Total Spent	Planned	
	Spent	1994	Spending 1994	Over-Under Budget
January	\$54,039.39	\$54,039.39	\$65,410.00	(\$11,370.61)
February	\$60,971.21	\$115,010.60	\$130,820.00	(\$15,809.40)
March	\$67,216.53	\$182,227.13	\$196,230.00	(\$14,002.87)
April	\$71,938.54	\$254,165.67	\$261,640.00	(\$7,474.33)
May			\$327,050.00	
June			\$392,460.00	
July			\$457,870.00	
August			\$523,280.00	
September			\$588,690.00	
October			\$654,100.00	
November			\$719,510.00	
December			\$784,920.00	

Salary Ordinance 1994: Rev. 5/94

Name	Classification	Present Hrly Wage	Annual Salary	Hrs Worked	Library
Bachman, Carol	Specialist 1	\$6.73	\$13,528.80	40	R
Barlow, Kellie	Page	\$4.25	\$255.00	10	R Res. 2/16/94
Beedle, Marlene	Lib. Asst. 1	\$5.99	\$7,475.52	24	D
Best, Julie	Clerk	\$4.50	\$3,014.25	15	R
Brown, Glenda	Specialist 1	\$7.41	\$15,412.80	40	R
Bykerk, Jill	Page	\$4.40	\$2,288.00	10	D
Carr, Renee	Lib. Asst 1	\$6.48	\$10,782.72	32	D
Cavanaugh, Kathleen	Specialist 2	\$8.31	\$17,246.40	40	R
Daugherty, Lynn	Director	\$18.08	\$37,606.40	40	R
Eisele, Julie	Lib. Asst. 1	\$5.50	\$7,587.30	35	R
Fagen, Charlotte	Specialist 2	\$8.47	\$17,617.60	40	D
Ferber, Pam	Librarian	\$12.98	\$21,598.72	32	W
Garwood, Kim	Librarian	\$13.21	\$27,438.44	40	R
Hendricks, Jennifer	Page	\$4.30	\$2,253.00	10	D
Howard, Rose	Janitor	\$7.55	\$15,704.00	40	D,W
Jung, Gail	Admin. Asst	\$8.17	\$17,000.05	40	R
Kooy, Diana	Lib. Asst 2	\$7.29	\$3,032.64	8	D
Kopanda, Joan	Lib. Asst 2	\$7.29	\$12,130.56	32	D
Kyle, Pamela	Page	\$4.25	\$2,222.00	10	R
Lewis, Sharon	Clerk	\$4.75	\$2,526.00	10	R
Martin, Mary	Tech Serv Libn	\$14.42	\$29,993.60	40	R
Mitchell, Carol	Lib. Asst. 2	\$6.09	\$11,083.80	35	R
Padgitt, Kathi	Specialist 1	\$7.07	\$5,938.80	40	R Res. 6/3/94
Powell, Bonnie	Lib Asst 1	\$6.97	\$10,873.20	30	R
Reed, Patricia	Lib Asst I	\$5.99	\$10,901.80	35	R
Schulenberg, Sharon	Spec. Serv Libr	\$9.31	\$16,944.20	35	R
Spurgeon, Eileen	Clerk	\$6.00	\$3,120.00	10	R
Stalbaum, Lynn	Page	\$4.30	\$2,250.00	10	W
Standish, Jack	Janitor	\$6.50	\$9,425.00	29	R
Tachtiris, Jill	Specialist 1	\$7.75	\$16,120.00	40	D
Tanis, Tanya	Page	\$4.40	\$2,288.00	10	D
Thone, Betty	Clerk	\$6.00	\$1,560.00	5	D
Webster, Rachael	Clerk	\$5.17	\$3,939.00	15	D
Whited, Amber	Lib. Asst I	\$5.99	\$7,475.52	24	W
Wiers, Diane	Specialist 1	\$7.41	\$15,412.00	40	W
Woods, Peggy	Lib Asst I	\$5.00	\$10,040.00	40	W
York, Leanne	Librarian	\$11.06	\$23,177.00	40	D
	Page	\$4.25	\$1,320.00	10	R

Total

\$418,582.12

Quinn-Diane Egan

Miriam Luvy

William D. Doty

Debra Lee

Robert Souza

JUNE

AGENDA

June 13, 1994

**Jasper County Public Library Board of Trustees
Monthly Meeting
Rensselaer Library Meeting Room**

7:00 PM

Purpose

Executive session to discuss employee performance

Opening of meeting

- | | |
|---|--------|
| A. Moment of silence | |
| B. Approval of agenda and requested changes to consent agenda | Action |

Consent Agenda

Action

- A. Approval of Minutes
- B. Bills/Financial Reports
- C. Salary ordinance

General Business

- | | |
|--------------------------------|--------|
| A. Policy Committee report | Action |
| B. Rensselaer outside lighting | Action |
| C. 1995 Budget | Action |

Director's Report

Information

Items for future Agendas

Adjournment

Refreshments will be available for you at 6:45 PM if you'd like to come early and socialize.

MINUTES.....May 9, 1994
 Monthly Meeting Rensselaer Library
 Jasper County Public Library Board of Trustees

Present: Mary Linda Casey, Wilbur Doty, Robert Souza, Miriam Lawyer, Anne-Marie Egan.

An Executive Session was held to discuss employee performance. The regular Monthly Meeting followed immediately.

1. **Agenda:** As a result of the Dan Cain Workshop, a new Agenda format which incorporates a consent agenda was presented to the Board. Upon a motion by M. Lawyer and seconded by R. Souza, this agenda was approved for a six-month trial period. L. Daugherty was requested to have board packets in the mail the Tuesday before Board Meetings allowing Board members time to seek answers to questions that may arise.
2. **Minutes:** The Board asked that Gail Jung be assigned to take the minutes at each Board Meeting. Board asked that the minutes be mailed to each board member 4 or 5 days following the meeting for their review while the meeting was still fresh in their minds.
3. **Consent Agenda:** Item "C", Personnel Changes and Salary Ordinance, and Item "D", Purchase Orders were removed from the Consent Agenda and placed under General Business. R. Souza then moved that the Consent Agenda be approved and M. Lawyer seconded. Motion passed.
4. **Personnel Changes/Salary Ordinance:** After reviewing the January 14, 1994 Minutes in regards to the hiring/replacing staff, R. Souza made a motion to accept the Personnel Changes and Salary Ordinance as presented, A.M. Egan seconded. W. Doty voted against the motion.
5. **Purchase Orders:** A motion was made by A.M. Egan to authorize Gail Jung to sign purchase orders when the Director is unavailable for an extended length of time. M. Lawyer seconded the motion. Motion passed 3 to 2. M. Casey and W. Doty voted against.
6. **Policy Committee Report:** With the removal of the word *productive* in the Reference Policy and the addition of a new *Board/Staff Privileges Policy in September* to the Library Policy and Bylaw Review Schedule, M. Casey made a motion to adopt the policy schedule as revised, the Reference Policy as amended, and the Audiovisual Equipment Loan Policy, Video Cassette Policy, and the Computer Use Policy as presented. A.M. Egan seconded the motion. Motion passed.

7. **Contingency Fund Expenditures:** M. Martin explained the Galaxy Community Resources Module and noted that the electronic bulletin board would provide a valuable service since there are no others in the county. The board authorized the Director to spend up to \$35,000 from the Construction Fund for the (2) copiers, (4) CD-Rom Workstations, Galaxy Module, Children's Area decorations, and other miscellaneous equipment needs as proposed. Decorations for the Children's area will need to be approved by the Board. This motion was made by R. Souza, seconded by M. Lawyer. L. Daugherty stated we have not heard any more from LOM since Bill Moriarty's letter of 6/11/93 contending that we owe LOM only \$469.45. The Director further cited that the library would like to settle with LOM Corporation before September.

8. **Five-Year Plan:** The Board recommended to adopt the two-page Action Plan, as outlined, on a motion by R. Souza, seconded by A.M. Egan. Motion passed. The Planning Committee consisting of board members, director, and one staff from each library will brainstorm at the retreat center at Lindenwood (Ancilla College) in Donaldson, Indiana on September 16 & 17, 1994. These arrangements will be made by the Director.

9. **DeMotte Outside Lighting:** The board unanimously approved on a motion by R. Souza and seconded by W. Doty to accept the recommendation by Circle Design Group, Inc. to install one metal halide globe light along the front stairway and authorized the Director to proceed.

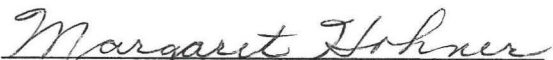
10. **Rensselaer Outside Lighting:** The Board tabled this problem until the June Meeting and asked L. Daugherty to get quotes on double fixture pole lights and lighting for along the sidewalk.

11. **Director's Report:** L. Daugherty reported that the insulation work and pipe lowering has been completed at both DeMotte and Rensselaer Libraries with the exception of putting glycol in the lines. This should be completed on Wednesday, May 11th. Shut-off valves were installed at DeMotte Library. The problem with the air conditioning at Demotte has yet to be corrected.

12. **NILBA Dinner:** A prime rib dinner is scheduled at the Starke County Public Library in Knox on June 8th. Reservations are needed. Let L. Daugherty know if you are interested, if you haven't already done so, as soon as possible.

13. **Future Agendas:** The Budget Committee should consider recommendation of a Capital Projects Fund to be applied for before May 1995.

There being no other business, the Board adjourned at 9:15 PM on a motion by R. Souza, seconded by A.M. Egan.


Margaret Hohner, Secretary


Attest: Wilbur Doty, President

FINANCIAL REPORT BY FUND
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 31 May 94

FUND #	DESCRIPTION	BEGINNING BALANCE	RECEIPTS THIS MONTH	RECEIPTS YEAR-TO-DATE	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	BALANCE
100	OPERATING FUND	-18857.34	173962.56	209665.95	57599.20	311764.87	97506.02
101	PUBLIC LIBRARY ACCESS CARD	16.00	16.00	80.00	.00	81.54	32.00
	GIFT FUNDS						
110.01	DEMOTTE GIFT FUND	2755.70	20.00	70.00	.00	.00	2775.70
110.02	RENSSELAER GIFT FUND	1201.06	82.33	1545.12	32.57	1859.00	1250.82
110.03	WHEATFIELD GIFT FUND	834.01	21.95	208.45	44.73	65.13	811.23
	BOND AND INTEREST						
120.02	WHEATFIELD BOND AND INTEREST	.00	.00	.00	.00	.00	.00
120.03	RENS & DEM BOND AND INTEREST	151466.94	.00	21465.62	.00	.00	151466.94
130	LIRF FUND	17645.73	.00	.00	.00	.00	17645.73
	INVESTMENTS						
140.01	OPERATING FUND INVESTMENTS	.00	.00	.00	.00	.00	.00
140.02	LIRF INVESTMENTS	.00	.00	.00	.00	.00	.00
140.03	DEMOTTE BOND AND INTEREST	.00	.00	.00	.00	.00	.00
140.04	WHEATFIELD BOND AND INTEREST	.00	.00	.00	.00	.00	.00
	PETTY CASH						
150.01	DEMOTTE PETTY CASH	30.00	.00	.00	.00	.00	30.00
150.02	RENSSELAER PETTY CASH	60.00	.00	.00	.00	.00	60.00
150.03	WHEATFIELD PETTY CASH	30.00	.00	.00	.00	.00	30.00
160	RECIPROCAL BORROWING FUND	.00	.00	.00	.00	.00	.00
170	LEVY EXCESS FUND	.00	.00	.00	.00	.00	.00
180	CONSTRUCTION FUND	68989.91	.00	2208.25	887.87	7165.46	68102.04
190	CASH CHANGE FUND	80.00	.00	.00	.00	.00	80.00
	WITHHOLDING ACCOUNTS						
200.01	FIT TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.02	FICA TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.03	GIT TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.04	CO TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.05	IND.DEFERRED COMPENSATION	.00	.00	.00	.00	.00	.00
200.06	BONDS PURCHASED	.00	.00	.00	.00	.00	.00
200.07	HEALTH INSURANCE	277.08	.00	.00	-85.47	-7.62	362.55
200.08	P.E.R.F.	934.30	.00	.00	-858.55	704.99	1792.85
200.09	GARNISHMENTS	.00	.00	.00	.00	.00	.00
-TOTAL ALL FUNDS-		225463.39	174102.84	235243.39	57620.35	321633.37	341945.88

{-----BANK BALANCES-----}

DATE {31 May 94}

A1 {BANK ONE CHECKING	}	B1 {	168907.44}
A2 {CONSTRUCTION FUND SAVINGS ACCT}	}	B2 {	68102.04}
A3 {CERTIFICATE OF DEPOSIT #2	}	B3 {	0.00}
A4 {FIRST OF AMERICA	}	B4 {	34347.32}
A5 {DEMOTTE STATE BANK	}	B5 {	40835.56}
A6 {INDIANA FEDERAL	}	B6 {	13703.72}
A7 {NBD BANK	}	B7 {	12576.27}
A8 {FIRST FEDERAL SAVINGS BANK	}	B8 {	3473.53}
A9 {	}	B9 {	0.00}
TOTAL		B10{	341945.88}

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

31 May 94

OPERATING FUND ACNT # DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	% SPENT
1.11 SALARY OF LIBRARIAN	37606.00	.00	37606.00	3133.86	15630.87	21975.13	42%
1.12 SALARY OF ASSISTANTS	374642.00	.00	374642.00	28444.24	147515.17	227126.83	39%
1.13 WAGES OF JANITORS	17056.00	.00	17056.00	1208.00	6402.46	10653.54	38%
1.21 EMPLOYER'S SHARE-FICA	32893.00	.00	32893.00	2508.19	12970.65	19922.35	39%
1.22 UNEMPLOYMENT COMPENSATION	1224.00	.00	1224.00	.00	496.44	727.56	41%
1.23 EMPLOYER'S CONTRIBUTION - PERF	22277.00	.00	22277.00	.00	10518.45	11758.55	47%
1.24 EMPLOYER'S CONTRIBUTION - INS.	12000.00	.00	12000.00	260.00	650.00	11350.00	5%
1.31 OTHER PERSONAL SERVICES	1500.00	.00	1500.00	.00	233.88	1266.12	16%
2.11 OFFICIAL RECORDS	800.00	.00	800.00	.00	41.68	758.32	5%
2.12 STATIONERY AND PRINTING	500.00	.00	500.00	.00	.00	500.00	0%
2.13 OTHER OFFICE SUPPLIES	4500.00	.00	4500.00	85.88	1577.98	2922.02	35%
2.21 CLEANING & SANITATION SUPPLIES	5500.00	.00	5500.00	189.90	938.83	4561.17	17%
2.22 FUEL, OIL & LUBRICANTS	20.00	.00	20.00	.00	.00	20.00	0%
2.23 OTHER OPERATING SUPPLIES	1000.00	.00	1000.00	138.35	1015.09	-15.09	102%
2.31 BUILDING MATERIALS & SUPPLIES	600.00	.00	600.00	.00	219.26	380.74	37%
2.32 PAINT AND PAINTING SUPPLIES	200.00	.00	200.00	.00	.00	200.00	0%
2.33 REPAIR PARTS	250.00	.00	250.00	.00	43.29	206.71	17%
2.41 LIBRARY SUPPLIES	4500.00	.00	4500.00	90.06	912.48	3587.52	20%
2.42 AUTOMATION SUPPLIES	5000.00	.00	5000.00	464.60	1226.00	3774.00	25%
3.11 CONSULTING SERVICES	.00	.00	.00	.00	.00	.00	0%
3.12 ENGINEERING & ARCH. SERVICES	500.00	.00	500.00	.00	.00	500.00	0%
3.13 LEGAL SERVICES	1500.00	.00	1500.00	.00	.00	1500.00	0%
3.14 OTHER PROFESSIONAL SERVICES	1000.00	.00	1000.00	.00	.00	1000.00	0%
3.21 TELEPHONE	23500.00	.00	23500.00	1713.92	8289.07	15210.93	35%
3.22 POSTAGE	5000.00	.00	5000.00	642.38	1844.27	3155.73	37%
3.23 TRAVELING EXPENSE	3500.00	.00	3500.00	726.50	1253.75	2246.25	36%
3.24 PROFESSIONAL MEETINGS	3500.00	.00	3500.00	380.04	2550.04	949.96	73%
3.25 FREIGHT	50.00	.00	50.00	.00	.00	50.00	0%
3.31 ADVERTISING & PUBLIC NOTICES	800.00	.00	800.00	.00	29.65	770.35	4%
3.32 OTHER PRINTING	600.00	.00	600.00	148.47	148.47	451.53	25%
3.41 OFFICIAL BONDS	500.00	.00	500.00	.00	50.00	450.00	10%
3.42 OTHER INSURANCE	13400.00	.00	13400.00	.00	11146.20	2253.80	83%
3.51 GAS	32000.00	.00	32000.00	1748.71	12614.04	19385.96	39%
3.52 ELECTRICITY	55000.00	.00	55000.00	5122.71	18235.13	36764.87	33%
3.53 WATER	1500.00	.00	1500.00	121.28	522.40	977.60	35%
3.54 WASTE DISPOSAL SERVICES	2800.00	.00	2800.00	203.97	1093.72	1706.28	39%
3.61 BUILDING & STRUCTURES	9000.00	.00	9000.00	559.16	5819.04	3180.96	65%
3.62 EQUIPMENT	2500.00	.00	2500.00	55.00	733.29	1766.71	29%
3.71 REAL ESTATE	.00	.00	.00	.00	.00	.00	0%
3.72 EQUIPMENT	250.00	.00	250.00	9.95	124.75	125.25	50%
3.8 DEBT SERVICE	.00	.00	.00	.00	.00	.00	0%
3.91 DUES	2200.00	.00	2200.00	20.00	70.00	2130.00	3%
3.92 INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.00	.00	0%
3.93 TAXES & ASSESSMENTS	.00	.00	.00	.00	.00	.00	0%
3.94 TRANSFER TO LIRF	7000.00	.00	7000.00	.00	.00	7000.00	0%
3.95 SERVICE CONTRACTS	16670.00	.00	16670.00	595.26	2918.46	13751.54	18%
3.96 PETTY CASH	120.00	.00	120.00	.00	.00	120.00	0%
3.97 INTERVIEWING & MOVING EXP.	250.00	.00	250.00	.00	.00	250.00	0%
3.98 MAINTENANCE CONTRACTS	30000.00	.00	30000.00	2089.00	3102.00	26898.00	10%
4.1 LAND	.00	.00	.00	.00	.00	.00	0%
4.2 BUILDINGS	.00	.00	.00	.00	.00	.00	0%
4.3 IMPROVEMENTS OTHER THAN BUILD.	.00	275.00	275.00	.00	.00	275.00	0%
4.4 FURNITURE & EQUIPMENT	5000.00	3827.90	8827.90	.00	3827.90	5000.00	43%
4.51 BOOKS	115000.00	.00	115000.00	6568.89	24721.47	90278.53	21%
4.52 PERIODICALS & NEWSPAPERS	35000.00	.00	35000.00	334.88	11526.31	23473.69	33%
4.53 NONPRINTED MATERIALS	12000.00	.00	12000.00	36.00	752.38	11247.62	6%
-TOTAL-	902208.00	4102.90	906310.90	57599.20	311764.87	594546.03	34%

APPROPRIATION REPORT

----- JASPER COUNTY PUBLIC LIBRARY -----

31 May 94

CONSTRUCTION FUND		ANNUAL	CHANGE TO	CURRENT	DISBURSMENTS	DISBURSMENTS	APPROPRIATION
ACNT #	DESCRIPTION	APPROPRIATION	APPROPRIATION	APPROPRIATION	THIS MONTH	YEAR-TO-DATE	BALANCE
3.12	ENGINEERING & ARCH. SERVICES	7560.00	.00	7560.00	.00	.00	7560.00
4.2	BUILDINGS	.00	.00	.00	.00	244.10	-244.10
4.3	IMPROVEMENTS OTHER THAN BUILD.	52021.00	-13273.75	38747.25	11.88	106.93	38640.32
4.4	FURNITURE & EQUIPMENT	13630.25	15330.00	28960.25	875.99	6814.43	22145.82
	-TOTAL-	73211.25	2056.25	75267.50	887.87	7165.46	68102.04

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

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31 May 94

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
012834	00545	ACE HARDWARE	21.06	09 MAY 94	BOWL CLEANER
012835	00546	AMERICAN LIBRARY ASSOCIATION	44.73	09 MAY 94	BOOKMARKS,POSTERS-WH. SUMMER
012836	00547	AVC CORPORATION	94.00	09 MAY 94	SERVICE AGREEMENT-JUNE, 1994
012837	00548	BAKER & TAYLOR	566.59	09 MAY 94	CONTINUATIONS-BOOKS
012838	00549	BAKER & TAYLOR	4381.18	09 MAY 94	BOOKS & GIFT FUND BOOKS
012839	00550	BETTY A. HUFF (PAS-TIME BOO	157.51	09 MAY 94	BOOKS
012840	00551	CAIN CONSULTING GROUP	53.00	09 MAY 94	AUDIO TAPES- BOARD DEVELOPME
012841	00552	BROWN'S GARDEN SHOPPE	421.66	09 MAY 94	LAWN CARE & MATERIALS
012842	00553	CAMPBELL PRINTING COMPANY	148.47	09 MAY 94	LIBRARY BROCHURES
012843	00554	CAROL BACHMAN	11.00	09 MAY 94	MILEAGE
012844	00555	CAROL MITCHELL	4.00	09 MAY 94	MILEAGE
012845	00556	CENTRAL STATES SALES CORPORA	138.35	09 MAY 94	OUTDOOR LIGHTS
012846	00557	CHILDRENS PRESS	152.25	09 MAY 94	BOOKS
012847	00558	CIRCLE "R" ELECTRIC, INC.	41.50	09 MAY 94	RESET TIME CLOCK, CHECK LIGH
012848	00559	CIRCLE "R" MECHANICAL, INC.	225.00	09 MAY 94	QTLY. PREVENTATIVE MTNCE & F
012849	00560	CITY OF RENSSELAER	2260.74	09 MAY 94	UTILITIES-RENSSELAER-APRIL
012850	00561	CROWN COMPUTER	55.00	09 MAY 94	REMOVE COMPUTER VIRUS-D.PATR
012851	00562	CQ COMMUNICATIONS	42.85	09 MAY 94	BOOKS
012852	00563	DEMCO	83.83	09 MAY 94	BK ORDER SLIPS,BK POCKETS,BK
012853	00564	EDUCATORS PROGRESS SERVICE,	40.90	09 MAY 94	BOOKS
012854	00565	FACTS ON FILE, INC.	67.28	09 MAY 94	BOOKS
012855	00566	FAS-TRACK COMPUTER PRODUCTS	185.25	09 MAY 94	CD CADDIES & KEYBOARD DUST C
012856	00567	GAIL JUNG	79.00	09 MAY 94	MILEAGE & MEETING
012857	00568	GAYLORD BROS.	279.35	09 MAY 94	PRINTER PAPER THERMAL PAPER
012858	00569	GLENDA BROWN	36.50	09 MAY 94	MILEAGE
012859	00570	GODWINS BOOKE & DICKENSON	496.67	09 MAY 94	SEMI-ANNUAL INS. PREMIUM-MAR
012860	00571	HAMSTRA GROUP, INC.	51.00	09 MAY 94	ROOF REPAIRS-WHEATFIELD
012861	00572	H. W. WILSON COMPANY	242.00	09 MAY 94	WILSON LIB. BULLETIN,READERS
012862	00573	INCOLSA	60.00	09 MAY 94	WORKSHOP-JUNG, BEEDLE,TACHTI
012863	00574	INDIANA HISTORICAL SOCIETY	20.00	09 MAY 94	MEMBERSHIP DUES
012864	00575	INDIANA LIBRARY FEDERATION	8.00	09 MAY 94	PUBLIC FORUM ON P.L. ISSUES-
012865	00576	KANKAKEE VALLEY POST NEWS	25.50	09 MAY 94	SUBSCRIPTION-RENS. 5/94-5/95
012866	00577	KATHLEEN CAVANAUGH	108.75	09 MAY 94	MILEAGE & PARKING
012867	00578	KATHLEEN PADGITT	46.00	09 MAY 94	MILEAGE
012868	00579	KIMBERLY GARWOOD	309.30	09 MAY 94	MILEAGE,MEETINGS, & DISK HOL
012869	00580	LDDS COMMUNICATIONS	870.15	09 MAY 94	DATA LINES & LONG DISTANCE S
012870	00581	LYNN DAUGHERTY	168.46	09 MAY 94	BD.DEVELOPMENT BKS,MILEAGE,M
012871	00582	MARGE HOHNER	13.00	09 MAY 94	MILEAGE
012872	00583	MARSHALL CAVENDISH CORPORATI	390.34	09 MAY 94	BOOKS
012873	00584	MARY K. MARTIN	195.50	09 MAY 94	MILEAGE
012874	00585	NIALSA	62.89	09 MAY 94	ILL POSTAGE FOR 1ST QUARTER
012875	00586	NIPSCO	2771.85	09 MAY 94	APRIL UTILITIES-WHEATFIELD &
012876	00587	NORTHWESTERN INDIANA TELEPHO	135.74	09 MAY 94	TELEPHONE SERVICE-MAY-DEMOTT
012877	00588	PAM FERBER	22.49	09 MAY 94	BOOK LEASE POSTAGE-WH.
012878	00589	PHILIP HOWARD	45.00	09 MAY 94	LAWN CARE-WHEATFIELD
012879	00590	POSTMASTER GENERAL	557.00	09 MAY 94	STAMPS-1800-29CENT;200-10CEN
012880	00591	PRECISION CONTROL SYSTEMS, I	1770.00	09 MAY 94	ANNUAL PREVENTATIVE MTNCE AG
012881	00592	QUILL	83.91	09 MAY 94	TAPE, COMP. RIBBONS,POST-ITS

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

31 May 94

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
012882	00593	READER'S DIGEST ASSOCIATION	67.38	09 MAY 94	MAGAZINE SUBSCRIPTIONS-1 FOR
012883	00594	REED REFERENCE PUBLISHING	233.74	09 MAY 94	BIP SUPPLEMENT, 1993-94
012884	00595	ROURKE PUBLISHING GROUP	466.90	09 MAY 94	BOOKS
012885	00596	SCHNAIBLE SERVICE & SUPPLY C	144.44	09 MAY 94	M-FOLDS,T.P.,SPRAY BUFF,AIRL
012886	00597	SECURITY COURIERS, INC.	595.26	09 MAY 94	TRANSPORT SERVICE 3/11-4/15/
012887	00598	SEMINARS INTERNATIONAL	115.00	09 MAY 94	CONFLICT,CRITICISM,ANGER WOR
012888	00599	SMILEMAKERS	45.15	09 MAY 94	STICKERS & FINGER PUPPETS-R.
012889	00600	TEETERS CULLIGAN	34.70	09 MAY 94	WATER COOLER RENTAL & WATER-
012890	00601	TOWN OF DEMOTTE, c/o DEMOTTE	18.72	09 MAY 94	MARCH SEWER SERVICE
012891	00602	TYSEN'S COUNTRY GROCERY, INC	24.40	09 MAY 94	BLOO DROP-INS-DEMOTTE
012892	00603	COAST TO COAST	11.88	09 MAY 94	RENS.& DEM. BLDG. CONSTRUCTI
012893	00604	QUILL	839.99	09 MAY 94	LATERAL FIRE FILE-AD.ASST. O
012894	00605	WILLIAM A DOWELL	36.00	09 MAY 94	FLAG-RENSSELAER BLDG.
003717	00606	MARY K. MARTIN	867.33	10 MAY 94	PAYROLL
003707	00607	CHARLOTTE FAGEN	587.53	10 MAY 94	PAYROLL
003722	00608	SHARON SCHULENBERG	436.10	10 MAY 94	PAYROLL
003726	00609	JILL TACHTIRIS	453.44	10 MAY 94	PAYROLL
003714	00610	JOAN KOPANDA	341.47	10 MAY 94	PAYROLL
003730	00611	DIANE WIERS	400.38	10 MAY 94	PAYROLL
003719	00612	KATHLEEN PADGITT	414.34	10 MAY 94	PAYROLL
003720	00613	BONNIE POWELL	270.04	10 MAY 94	PAYROLL
003701	00614	GLENDIA BROWN	440.41	10 MAY 94	PAYROLL
003713	00615	DIANA KOBY	117.01	10 MAY 94	PAYROLL
003723	00616	EILEEN SPURGEON	110.82	10 MAY 94	PAYROLL
003705	00617	LYNN DAUGHERTY	1034.69	10 MAY 94	PAYROLL
003703	00618	RENEE CARR	421.48	10 MAY 94	PAYROLL
003729	00619	WHITED, AMBER	229.50	10 MAY 94	PAYROLL
003711	00620	ROSE E. HOWARD	467.36	10 MAY 94	PAYROLL
003708	00621	PAMELA FERBER	613.61	10 MAY 94	PAYROLL
003709	00622	KIMBERLY GARWOOD	715.67	10 MAY 94	PAYROLL
003706	00623	JULIE EISELE	120.45	10 MAY 94	PAYROLL
003698	00624	MARLENE BEEDLE	304.77	10 MAY 94	PAYROLL
003718	00625	CAROL MITCHELL	275.15	10 MAY 94	PAYROLL
003697	00626	BACHMAN, CAROL	322.18	10 MAY 94	PAYROLL
003712	00627	GAIL M. JUNG	528.12	10 MAY 94	PAYROLL
003727	00628	TANYA JO TANIS	63.61	10 MAY 94	PAYROLL
003721	00629	PATRICIA A. REED	329.04	10 MAY 94	PAYROLL
003702	00630	JILL M. BYKERK	94.57	10 MAY 94	PAYROLL
003728	00631	WEBSTER, RACHAEL D.	151.75	10 MAY 94	PAYROLL
003700	00632	JULIE A. BEST	92.45	10 MAY 94	PAYROLL
003704	00633	KATHLEEN M. CAVANAUGH	442.59	10 MAY 94	PAYROLL
003710	00634	JENNIFER M. HENDRICKS	77.32	10 MAY 94	PAYROLL
003716	00635	SHARON K. LEWIS	60.19	10 MAY 94	PAYROLL
003724	00636	LYNN M. STALBAUM	99.54	10 MAY 94	PAYROLL
003732	00637	LEANNE YORK	707.08	10 MAY 94	PAYROLL
003715	00638	PAMELA D. KYLE	41.11	10 MAY 94	PAYROLL
003725	00639	JACK STANDISH	390.70	10 MAY 94	PAYROLL
003731	00640	MARGARET M. WOODS	316.40	10 MAY 94	PAYROLL

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

31 May 94

PAGE 3

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
012895	00641	BANK ONE	4142.19	10 MAY 94	FICA & FED TAX WITHHELD 10 M
012896	00642	INDIANA DEFERRED COMPENSATIO	135.00	10 MAY 94	WITHHELD FROM 10 MAY 94 PAYR
012897	00643	UNITED TELEPHONE COMPANY	364.86	09 MAY 94	MAY SERVICE-TELEPHONE-RENSSE
COR.ENTRY	00644	KIMBERLY GARWOOD	-309.30	09 MAY 94	TO CORRECT VOUCHER #00579
012868	00645	KIMBERLY GARWOOD	309.30	09 MAY 94	MILEAGE, MEETING,DISK HOLDER
003753	00646	MARY K. MARTIN	867.33	25 MAY 94	PAYROLL
003743	00647	CHARLOTTE FAGEN	540.13	25 MAY 94	PAYROLL
003758	00648	SHARON SCHULENBERG	436.10	25 MAY 94	PAYROLL
003762	00649	JILL TACHTIRIS	388.39	25 MAY 94	PAYROLL
003750	00650	JOAN KOPANDA	341.47	25 MAY 94	PAYROLL
003766	00651	DIANE WIERS	400.38	25 MAY 94	PAYROLL
003755	00652	KATHLEEN PADGITT	414.34	25 MAY 94	PAYROLL
003756	00653	BONNIE POWELL	333.42	25 MAY 94	PAYROLL
003737	00654	GLENDA BROWN	440.41	25 MAY 94	PAYROLL
003749	00655	DIANA KOBY	88.17	25 MAY 94	PAYROLL
003759	00656	EILEEN SPURGEON	110.82	25 MAY 94	PAYROLL
003741	00657	LYNN DAUGHERTY	1034.69	25 MAY 94	PAYROLL
003739	00658	RENEE CARR	203.91	25 MAY 94	PAYROLL
003765	00659	WHITED, AMBER	195.95	25 MAY 94	PAYROLL
003747	00660	ROSE E. HOWARD	467.36	25 MAY 94	PAYROLL
003744	00661	PAMELA FERBER	613.61	25 MAY 94	PAYROLL
003745	00662	KIMBERLY GARWOOD	810.47	25 MAY 94	PAYROLL
003742	00663	JULIE EISELE	129.88	25 MAY 94	PAYROLL
003735	00664	MARLENE BEEDLE	167.91	25 MAY 94	PAYROLL
003754	00665	CAROL MITCHELL	334.80	25 MAY 94	PAYROLL
003733	00666	BACHMAN, CAROL	322.18	25 MAY 94	PAYROLL
003748	00667	GAIL M. JUNG	528.12	25 MAY 94	PAYROLL
003763	00668	TANYA JO TANIS	40.38	25 MAY 94	PAYROLL
003757	00669	PATRICIA A. REED	364.65	25 MAY 94	PAYROLL
003738	00670	JILL M. BYKERK	40.38	25 MAY 94	PAYROLL
003764	00671	WEBSTER, RACHAEL D.	76.72	25 MAY 94	PAYROLL
003736	00672	JULIE A. BEST	77.32	25 MAY 94	PAYROLL
003740	00673	KATHLEEN M. CAVANAUGH	534.37	25 MAY 94	PAYROLL
003746	00674	JENNIFER M. HENDRICKS	62.20	25 MAY 94	PAYROLL
003752	00675	SHARON K. LEWIS	68.53	25 MAY 94	PAYROLL
003760	00676	LYNN M. STALBAUM	75.64	25 MAY 94	PAYROLL
003768	00677	LEANNE YORK	707.08	25 MAY 94	PAYROLL
003751	00678	PAMELA D. KYLE	95.45	25 MAY 94	PAYROLL
003761	00679	JACK STANDISH	334.96	25 MAY 94	PAYROLL
003767	00680	MARGARET M. WOODS	316.40	25 MAY 94	PAYROLL
012898	00681	BANK ONE	4053.53	25 MAY 94	FICA & FED TAX WITHHELD 25 M
012899	00682	INDIANA DEFERRED COMPENSATIO	135.00	25 MAY 94	WITHHELD FROM 25 MAY 94 PAYR
012900	00683	INDIANA DEPARTMENT OF REVENUE	1345.76	25 MAY 94	STATE & COUNTY TAX WITHHELD
012901	00685	NIPSCO	2120.61	25 MAY 94	UTILITIES-DEMOTTE
012902	00686	UNITED TELEPHONE COMPANY	343.17	25 MAY 94	WHEATFIELD TELEPHONES-MAY

--TOTAL AMOUNT OF CLAIMS--

57620.35

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 57620.35. Dated 13 JUN 94.

_____	_____
_____	_____
_____	_____
_____	_____

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

07 Jun 94

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
012903	00687	ASSOCIATED LIBRARIES, INC.	1822.23	13 JUN 94	BOOKS
012904	00688	AVC CORPORATION	94.00	13 JUN 94	SERVICE AGREEMENT-JULY 1994
012905	00689	BAKER & TAYLOR	270.24	13 JUN 94	CONTINUATIONS-BOOKS
012906	00690	BAKER & TAYLOR	3206.73	13 JUN 94	BOOKS & GIFT FUND BOOKS
012907	00691	BANK ONE, INDIANAPOLIS, NA	125432.50	13 JUN 94	DEMOTTE & RENSSELAER BOND PA
012908	00692	BEN FRANKLIN	11.12	13 JUN 94	PICTURE FRAMES-DEM.
012909	00693	BETH SUTTON CUMMINS	170.00	13 JUN 94	VENTROLIQUIST FOR CHILDREN P
012910	00695	BLACKWELL NORTH AMERICA, INC	5.20	13 JUN 94	INPUT TAPE REELS-AUTOMATION
012911	00697	BORROUGHS CORP.	72.31	13 JUN 94	SPRAY PAINT FOR WHEATFIELD S
012912	00698	CENTRAL STATES SALES CORPORA	23.45	13 JUN 94	FLAG POLE LIGHT BULB
012913	00699	CHARLOTTE FAGEN	18.25	13 JUN 94	MILEAGE
012914	00700	CHILDRENS PRESS	1369.21	13 JUN 94	BOOKS
012915	00701	CITY OF RENSSELAER	2141.92	13 JUN 94	MAY UTILITIES-RENS.
012916	00702	CUSTOM LAWN CARE	240.00	13 JUN 94	LAWN CARE-APRIL-RENSSELAER
012917	00703	DARYL'S PASTRY SHOP	7.20	13 JUN 94	HOSPITALITY-AVC MEETING 6/1/
012918	00704	DEMCO	51.47	13 JUN 94	SIGNAGE-WHEATFIELD LIB.
012919	00705	DEMOTTE CARPET	25.00	13 JUN 94	CARPET REPAIRS
012920	00706	DYKE'S ELECTRIC INC.	115.00	13 JUN 94	DIMMER SWITCH-DEMOTTE
012921	00707	FACTS ON FILE, INC.	600.00	13 JUN 94	SCIENCE ON FILE (3)-RENEW 9/
012922	00708	FASE'S	57.75	13 JUN 94	REDOUT FOR SOFTNER-DEMOTTE
012923	00709	FRANKLIN WATTS	197.13	13 JUN 94	BOOKS
012924	00710	GAIL JUNG	38.68	13 JUN 94	MILEAGE & BUDGET MEETING
012925	00712	GAIL JUNG	21.91	13 JUN 94	DEMOTTE PETTY CASH
012926	00713	GAIL JUNG	42.45	13 JUN 94	PETTY CASH-RENSSELAER LIB.
012927	00714	GAIL JUNG	16.96	13 JUN 94	PETTY CASH-WHEATFIELD
012928	00715	GAYLORD BROS.	49.75	13 JUN 94	SCANNER CABLES FOR DECODER
012929	00716	GLENDA BROWN	15.95	13 JUN 94	BOOK
012930	00717	HERITAGE OFFICE PRODUCTS, IN	160.00	13 JUN 94	DRUM FOR 2254 COPIER-DEMOTTE
012931	00718	HOOK'S DRUGS #162	24.00	13 JUN 94	APRIL & MAY SUNDAY PAPERS-DE
012932	00719	HP PRODUCTS CORP.	181.12	13 JUN 94	PAPER TOWELS, TISSUE, ETC.&
012933	00720	INDIANA BASKETBALL HALL OF F	20.00	13 JUN 94	MAGAZINE RENEWALS TO 7/95-DE
012934	00721	INFORMATION PLUS	392.85	13 JUN 94	BOOKS-1994 EDITION UPDATES
012935	00722	KANKAKEE VALLEY POST NEWS	51.00	13 JUN 94	NEWSPAPER SUBS.-D & WH. THRU
012936	00723	KAREN JUNG	20.00	13 JUN 94	DELIVERED UNUSED RESTROOM AC
012937	00724	KIMBERLY GARWOOD	32.60	13 JUN 94	MILEAGE & PROF. MEETING
012938	00725	KV LAND IMPROVEMENTS, INC.	225.00	13 JUN 94	EXCAVATING-WHEATF. WATER PIP
012939	00726	LDDS COMMUNICATIONS	769.43	13 JUN 94	DATA LINES & LONG DISTANCE C
012940	00727	LINDENWOOD	55.00	13 JUN 94	DEPOSIT-RETREAT CENTER FOR 5
012941	00728	LYNN DAUGHERTY	140.00	13 JUN 94	MILEAGE & NILBA MTG.ON 6/8/9
012942	00729	MARY K. MARTIN	153.50	13 JUN 94	MILEAGE
012943	00730	MOYER BOOK SALES	169.02	13 JUN 94	BOOKS
012944	00731	NIPSCO	428.24	13 JUN 94	UTILITIES-WHEATFIELD
012945	00733	NORTHWESTERN INDIANA TELEPHO	139.02	13 JUN 94	TELEPHONE-DEMOTTE-JUNE
012946	00734	PAM FERBER	11.00	13 JUN 94	MILEAGE
012947	00735	PAULA RAMOS	375.00	13 JUN 94	PROFESSIONAL SPEAKER-SUMMER
012948	00736	PHILIP HOWARD	45.00	13 JUN 94	MOWING & WEEDING-WHEATFIELD
012949	00737	POST TRIBUNE	145.60	13 JUN 94	NEWSPAPER SUBS.TO 6/13/95-WH
012950	00738	POSTMASTER GENERAL	572.00	13 JUN 94	POSTAGE STAMPS: 1800-29 CENT

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

07 Jun 94

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
012951	00740	QUILL	336.22	13 JUN94	COMP. & TYPE. RIBBONS, MARKERS,
012952	00741	RENEE CARR	4.00	13 JUN94	MILEAGE
012953	00742	RENSSELAER REPUBLICAN	59.08	13 JUN94	CLASSIFIED AD & NEWSPAPER SU
012954	00743	RENSSELAER SEWING CENTER	27.96	13 JUN94	VACUUM BAGS FOR WINDSOR VACU
012955	00744	SCHNAIBLE SERVICE & SUPPLY C	102.74	13 JUN94	KLEENEX, FURN. POLISH, PAPER TO
012956	00745	SELECTVIDEO	162.45	13 JUN94	VIDEOS-DEMOTTE
012957	00746	SECURITY COURIERS, INC.	396.84	13 JUN 94	TRANSPORT SERVICE -4/22,4/29
012958	00747	SUNSHINE LABEL	12.45	13 JUN94	STICKERS-SUMMER READING PROG
012959	00748	TEETERS CULLIGAN	9.95	13 JUN 94	WATER COOLER RENTAL-WHEATFIE
012960	00749	TIME-LIFE EDUCATION	203.40	13 JUN 94	BOOKS
012961	00750	TOWN OF DEMOTTE, c/o DEMOTTE	18.72	13 JUN 94	APRIL SEWER SERVICE-DEMOTTE
012962	00751	TYSEN'S COUNTRY GROCERY, INC	13.91	13 JUN 94	TEEN VOLUNTEER APPRECIATION
012963	00752	WAL-MART STORES, INC.	275.42	13 JUN 94	VIDEOS, TAPE PLAYER/RECORDER
012964	00754	WALSTRA FINE CUT	127.00	13 JUN 94	LAWN CARE-DEMOTTE
012965	00755	WILCO/PICK & SAVE FOODS	10.34	13 JUN 94	HOSPITALITY-AVC MEETING 6/1/
nstr. und 012966	00756	GAYLORD BROS.	3276.36	13 JUN 94	SUPERCAT, PRINTER, MONITOR,
012967	00757	HP PRODUCTS CORP.	122.15	13 JUN 94	FIBERGLASS LADDER-DEMOTTE
012968	00758	JACOBSENS	77.53	13 JUN 94	CHAIRMAT, DOORSTOPS, DISKETT (Less \$2.77 - OPER. FUND)
012969	00759	MIDWEST VISUAL EQUIPMENT CO.	164.64	13 JUN 94	OVERHEAD PROJECTOR-DEMOTTE 8
012970	00760	STUDIO OF SCRIBAL ARTS	251.00	13 JUN 94	LANDSCAPE ART WORK & IMPRINT

--TOTAL AMOUNT OF CLAIMS-- 145877.95

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 2 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 145877.95. Dated 13 JUN 94.

_____	_____
_____	_____
_____	_____
_____	_____

JASPER COUNTY PUBLIC LIBRARY

F8

Receipt Breakdown

MAY 1994

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES.....			\$1,162.16	\$7,598.25
DeMotte	\$342.60	\$2,541.14		
Rensselaer	\$520.46	\$3,576.57		
Wheatfield	\$299.10	\$1,480.54		
PHOTOCOPIES.....			\$353.70	\$2,633.54
DeMotte	\$139.55	\$1,050.10		
Rensselaer	\$160.95	\$1,178.50		
Wheatfield	\$53.20	\$404.94		
CARDS.....			\$98.00	\$420.00
DeMotte	\$21.00	\$175.50		
Rensselaer	\$65.50	\$219.00		
Wheatfield	\$11.50	\$25.50		
PLAC FUND.....			\$16.00	\$80.00
GIFT FUNDS.....			\$124.28	\$1,823.57
DeMotte	\$20.00	\$70.00		
Rensselaer	\$82.33	\$1,545.12		
Wheatfield	\$21.95	\$208.45		
INTEREST.....			\$289.25	\$5,145.19
RECIPROCAL BORROWING.....			\$0.00	\$0.00
TAXES.....			\$172,024.00	\$217,179.32
Local Option/Certified Shares	\$158,051.50	\$158,051.50		
Local Option/Property Tax Repl.	\$13,972.50	\$13,972.50		
Property Tax	\$0.00	\$45,155.32		
Financial Institution Tax		\$0.00		
License Excise Tax		\$0.00		
State Distribution		\$0.00		
REFUNDS.....			\$35.45	\$363.52
Baker & Taylor-Postage	\$35.45	\$106.25		
D. Menken-Video Repair	\$0.00	\$4.50		
City of Mesa,Az-ILL Postage	\$0.00	\$1.61		
Demco-Returned old product	\$0.00	\$251.16		
		\$0.00		

TOTAL RECEIPTS

\$174,102.84

\$235,243.30

MEMORANDUM

Policy Revisions

Summary: Study room policy is a complete revision which removes procedural matters from the old policy. Public forum policy is a slightly reworked form of the policy recommended by Dan Cain. Attached to it is the "If you wish to address the Library Board" form which would be passed out to visitors at board meetings. The Sexual Harassment Policy is based on policies from other libraries with additions and changes made on the advice of Dumas & Moriarty and of Michael Blickman, an expert in this area who is with Ice, Miller, Donadio & Ryan.

Next Step(s): With an affirmative vote from the Board, these will be adopted as JCPL policies.

Vote: To adopt the Study Room Use Policy, the Public Forum Policy and the Sexual Harassment Policy as presented by the Policy Committee.

Study Room Use Policy

Study rooms are provided in the DeMotte and Rensselaer libraries primarily for persons working on group projects or in other situations when interaction between people might cause disruption in open areas of the library.

The study room may not be used for profit-making or socializing purposes.

Food is not permitted in the study room.

Suggested revision 5/94

Study Room Use Policy

1. Persons wishing to use the study room must sign in at the Circulation Desk.
2. In general, the Study room can be reserved in person or by phone for two hour time periods for same day use only. Persons with special needs, i.e. volunteer tutors, can reserve the room up to one month in advance for two hour time periods on the recommendation of the agency librarian or branch manager. If no one is waiting to use the room at the end of that time, the time may be extended with the permission of the Circulation Desk staff.
3. Persons not needing the study room for a previously scheduled time are asked to notify the library so that others may be accommodated.
4. The study room may be available for use by others if the patron who scheduled the room has not arrived 15 minutes after the time scheduled.
5. Requests for special accommodations or questions will be deferred to the agency librarian or the branch manager.
6. The study room may not be used for profit-making or socializing purposes. Persons misusing the room may be asked to vacate it.
7. No food, drink or tobacco products are allowed in the room.
8. This policy will be reviewed after three months.

11/92

Public Forum Policy

The JCPL Board will conduct its meetings in compliance with the state Open Doors Law with board meetings open for public observation and recording. While not required by law to allow the public to speak at meetings, the Board values the ideas and insights of constituents and will allow 15 minutes of each meeting for a public forum.

Persons will be allowed to speak only if they have completed the form shown below and given it to a board member prior to the convening of the meeting.

The board president will divide the 15-minute forum segment by the number of persons who have requested to speak to determine the amount of time allocated to each person. The board president will then call on those persons one at a time to stand and address the board for no more than the allocated time.

The Board will not respond at this meeting to questions, requests for information or requests for action. *Appropriate response may be made at a later time after board members have sufficient opportunity to consider and deliberate on the issue.*

Constituents will not be allowed to comment during other portions of the board meeting unless comments are specifically requested by the Board. Board members are always anxious to hear from constituents outside the meeting.

Request to speak to the JCPL Board during the forum

This form must be completed and handed to a board member before the meeting if you wish to speak to the JCPL Board during the "forum" section of the meeting agenda. The forum will be conducted according to the format explained above.

Your name: _____

Group/organization you represent, if any: _____

Subject about which you will speak: _____

If you wish to address the Library Board during the meeting....

The Jasper County Public Library Board of Trustees welcomes you to this meeting. We conduct our meetings in compliance with the state Open Doors Law. Our board meetings are open for public observation. We are *not* required to allow the public to speak at meetings.

However, as we value the ideas and insights of our constituents, we allow 15 minutes of each meeting for a public forum. If you wish to speak to this board during the "forum" section of our agenda, please complete the form below and hand it to a board member before the meeting.

Only persons who have completed the form and given it to a board member prior to the convening of the meeting will be allowed to speak.

The board president will divide the 15-minute forum segment by the number of persons who have requested to speak to determine the amount of time allocated to each person. The board president will then call on those persons one at a time to stand and address the board for no more than the allocated time.

We will not respond at this meeting to your questions, requests for information or requests for action. We will note your request and respond at a later time after board members have sufficient time to consider and deliberate about the issue.

During other portions of the board meeting, please refrain from comment unless the board asks you to comment. Board members are always anxious to hear from constituents outside the meeting, but our meeting agenda is usually full and does not allow us time for a continuous open forum.

Thanks for helping us conduct an open and orderly meeting.

Request to speak to the JCPL Board during the forum

This form must be completed and handed to a board member before the meeting if you wish to speak to the JCPL Board during the "forum" section of the meeting agenda. The forum will be conducted according to the format explained above.

Your name: _____

Group/organization you represent, if any: _____

Subject about which you will speak: _____

SEXUAL HARASSMENT (Draft)

The *Jasper County Public Library* prohibits offensive or inappropriate sexual behavior at work. All employees must avoid any action or conduct which could be viewed as sexual harassment.

A charge of sexual harassment shall be taken very seriously by the Library, and any employee who is found to have made such a charge falsely or in bad faith will be disciplined, which may include the employee's termination.

While it is *not possible* to list all types of sexual harassment, they *shall* include:

- unwelcome sexual advances
- requests for sexual favors
- other verbal or physical contact of a sexual nature
- offensive sexual remarks
- sexual propositions
- offensive sexual flirtations
- display of sexually suggestive objects or pictures
- verbal comments about an individual's body
- sexually suggestive or offensive dress

The prohibition on sexual harassment applies not only *in situations which are male to female*, but also *female to male, male to male, or female to female*.

If the harassed employee is uncomfortable confronting the alleged harasser, if the situation persists after confrontation with the alleged harasser, or if the harassment is of a very serious nature s/he should bring the problem to the attention of his or her supervisor. *The supervisor is then to immediately contact the Director of the Library.* In the event an employee is for any reason uncomfortable in approaching his or her supervisor about the problem, the employee should contact *the Director* directly. *If the alleged harasser is the Director, the employee or his or her supervisor should contact the Library Board.*

All complaints of harassment shall be investigated by the Director in a timely fashion. Although the Library will take reasonable steps to maintain the confidentiality of any complaint, the Library cannot give assurances that confidentiality can be maintained in all cases, because the accused party will, in most cases, be given the opportunity to respond to any complaint.

The Library *prohibits* sexually harassing conduct *in* the workplace and will take appropriate corrective action against those who violate this policy, *up to and including termination of employment.*

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POLICIES

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LIBRARY POLICY AND BYLAW REVIEW SCHEDULE

Review Month	Policy	Policy Manual Page
May:	Audiovisual Equipment Loan Policy	105
	Video Cassette Policy	107
	Computer Use Policy	123
	Reference Policy	135-136
June:	Study Room Use Policy	129
	Sexual Harassment Policy	new
	Public Forum Policy	new
July:	Public Records Policy	99
	Public Relations/Information Policy	121
August:	Art Exhibit/Display Case Use Policy	131-132
	Bulletin Board Policy	133
	Tobacco & Alcohol Policy	134
September:	Holiday Policy	127
	Problem Patron Policy	new
	Board/Staff Privileges	new
October:	FAX Machines Policy	125
	Staff Grievance Policy	new
November:	Materials Selection Policy	93-97
	Meeting Room Policy	101-103
December:	No policies reviewed	
January:	Board Code of Ethics	new
	General Policy Statement	91
February:	Staff Code of Ethics	new
	Bylaws	81-84
March:	No policies reviewed	
April:	Personnel Policy	109-120

AUDIOVISUAL EQUIPMENT LOAN POLICY

1. All audiovisual equipment may be borrowed for a period of 24 hours unless special arrangements have been made through the agency librarian. Polaroid cameras may be borrowed for three days with no renewal.
2. All equipment except Polaroid camera requires a \$10 deposit and a \$2.00 fee. The deposit will be returned when the equipment is returned undamaged. The organization or individual is responsible for replacement or repair cost of item beyond normal wear.

The Polaroid camera has no fee or deposit required.
3. No fee will be charged for use of equipment in the library.
4. Persons borrowing equipment must be 18 years of age and be currently registered JCPL users in good standing.
5. FINES: Polaroid Camera .10 cents per day
 No fines are to be charged for any other equipment
6. All employees and board members of JCPL are exempt from paying any fees, deposits or fines, but they are responsible for repair or replacement costs of any item beyond normal wear.

5/94

VIDEO CASSETTE POLICY

1. Borrower must be a registered JCPL library user in good standing.
2. Borrower must be 18 years of age or older.
3. Loan period will be two days including Sundays and holidays with no renewals. If the date due falls on a day the library is closed, the date due will be the next date the library is open.
4. An extended loan period of 1 week with no renewals is allowed for educational and civic organizations. Civic organizations may only obtain an extended loan on videos which have been cleared for public performance.
5. Each person may borrow only two (2) video cassettes which he/she must return before borrowing others.
6. Fines will be \$1.00 per day per title returned after due date.
7. No reserves will be taken on video cassettes except in the following situations: A teacher wishing to use a video in an educational setting may reserve the video for a specific date. Other group leaders wishing to use a video *which has been cleared for public performance* may also reserve a video for a specific date.

5/94

Computer and Typewriter Use Policy

The Library provides computers (PC's) for the use of patrons in the library. Only Jasper County library card holders in good standing are eligible to use these computers except that reciprocal borrowers are *not* eligible to use the computers.

The Library also provides typewriters for the use of patrons in the library.

Library staff have the right to restrict usage for those people who cannot abide by the regulations of the library or the specific rules for use of the computers or typewriters.

REFERENCE POLICY

I. REFERENCE SERVICE DEFINED

Good reference service involves identifying a person's information need and proceeding to fulfill it accurately, efficiently and pleasantly, using the resources available in the Library system, and including referral to resources in other libraries or agencies, if necessary. It also includes providing instruction in library use.

II. MISSION STATEMENT

The Jasper County Public Library regards as valid every reference question asked by any patron. All questions will be given equal consideration, and each will be answered as accurately and completely as possible within a reasonable time limit. Full library service will be available to all patrons and no questions asked by a patron will be considered unanswerable.

III. STATEMENT OF OBJECTIVES

Reference service will be provided through *direct* provision of information or through provision of *instruction* in the use of sources to each person to the degree that he or she individually requires. Patrons will have opportunity to receive instruction in the use of sources and facilities but will not be denied information on the basis of whether or not they learn or accept instruction. However, the Library will encourage patrons who will need to use reference tools repeatedly, to learn the use of these tools.

The following services will be offered to patrons (listed in order of priority)

1. Directional personal service to library users who come to the library. Patrons are served on a first come, first served basis.
2. Telephone inquiries
3. Library orientation and bibliographic instruction
4. Mail reference

IV. STANDARDS

1. All information requests are to be handled. If information is available, it is provided to patrons without making a judgment on its moral or aesthetic worth.

2. No effort will be made to determine whether library users are entitled to library cards before reference service is given except to decide whether or not informational material will be checked out or interlibrary loan requested.
3. The needs of every library patron will always be taken seriously and treated with utmost respect and confidentiality. Discussion of any individual or group of individuals, whether adult or child, or their inquiries, outside the professional context, is strictly prohibited without the consent of the patron.
4. While on desk duty, service to the public takes precedence over any other duties, and service to the patron in the library takes precedence over telephone inquiries.
5. It is not sufficient for the staff to wait for a patron to request assistance. Since many patrons are reluctant to request aid, it is the responsibility of staff to anticipate public needs and offer service when it appears needed.
6. Information given is always based on accurate printed sources or learned from a reliable authority. The opinion, evaluation or interpretation of staff, even when requested, is not given as fact. Answers to reference questions will only be given after the answer has been verified and a source cited, even for the most common knowledge.
7. Neither the patron's nor the staff member's personal opinions and beliefs should influence the quality of service given.
8. Staff shall not offer their personal opinions on social issues, politics, religion, etc., to patrons.
9. No time limit should be put on searching. However, lengthy searches of periodicals, bibliographic sources, or searches through extensive reference materials are beyond the Library's resources to perform in most instances. The agency head should consult with the Director before making an exception to this general rule.
10. Telephone reference service should be used for short, factual information questions which do not require extensive reading or (any) interpretation on the staff member's part.

MEMORANDUM

Rensselaer Outside Lighting

Summary: We have been searching for a way to make the entry more inviting and prominent. Previous solutions have been judged to be too costly and not adequate as a solution. Circle Design is sending a sketch of a new solution (which may not arrive before packets are mailed). This consists of two globe lights of the same model as the pole light to be installed near the steps in DeMotte. These globe lights would be attached to the brick "columns" on either side of the entry arch at Rensselaer and would be timed to go off when other "evening only" lights go off.

Discussion: According to Jeff Wylie, Circle Design engineer, pole lights similar to the parking lights would light the walk itself, but not brighten the entrance. They are designed to shine light down, not out. The same would be true around the flagpole. (Jeff recommended against this lighting for aesthetic reasons as well as practical). Jeff notes that to highlight an area, you must see the source of the light or see an area on which the light is bounced. With the globes, you would see the lights and they would definitely highlight the entrance area.

Next Step(s): After weighing the cost and the aesthetic quality of the new solution, you should decide whether to authorize me to get a quote from Circle "R" and proceed with having the lights installed.

Vote: To authorize Lynn Daugherty to get a quote for the installation of these lights. If the price is no more than \$_____, to further authorize her to have Circle "R" install the lights as recommended by Circle Design.

MEMORANDUM

Budget Committee Recommendations

Summary: The Budget Committee recommends that the Board vote at the June meeting to file for an appeal of our tax levy. We then recommend that the Board give preliminary approval to the budget found on the accompanying sheets labelled Budget 1995 Comparisons in the column labelled 1995 Budget with Appeal.

Discussion: While we would advertise as noted above, we would determine our actual *working* budget after finding out this fall if our appeal is approved. Our *advertised* budget would have a small operating balance. Our actual budget, with or without the appeal, would be based closely on the figures in the last column on the Comparisons sheet, 1995 Budget w/o Appeal and have a larger operating balance.

Why apply for a tax appeal? Extra CAGIT funds are presently helping us operate our new buildings. Even so, we are able to purchase no equipment from our budget, we have reduced staff while our business increases, we are mowing, watering and weeding less often than needed to maintain good appearances, and we have very little reserve to pay for building and equipment repairs. Our extra CAGIT funds will disappear when our bond issue is paid off. We will have *less* money to operate our libraries. Yet our customers want *more* service.

To put our library on a solid footing for the present and the future, we must appeal our tax levy. By doing this, we can receive up to an additional \$98,513. This is a permanent increase in our levy. We could then use a major part of the CAGIT money we receive to increase our operating balance so that we have enough funds to function from one tax draw to the next, and to build our LIRF (Library Improvement Reserve Fund) to save for major expenses down the road - new roofs, etc.

Next Step(s): We recommend that the Board approve filing for a tax appeal and approve the advertisement of the budget as noted in the column 1995 budget with appeal. At the July board meeting, the official and complete budget to be advertised would then be presented for board approval.

Vote: To file an appeal to the State Board of Tax Commissioners for relief from our levy limitations which do not allow us to carry out our governmental functions for 1995. To then give preliminary approval to the 1995 budget figures as presented, with a complete budget to be presented and approved for advertising at the July board meeting.

BUDGET 1995 COMPARISONS

	1994 State Appd Budget	1994 Adjusted Budget	1995 Budget with appeal	1995 Budget w/o appeal
1 PERSONAL SERVICES				
1.1 Salaries and wages				
1.11 Salary of librarian	\$37,606	\$37,606	\$40,100	\$38,730
1.12 Salary of Assistants	\$374,642	\$357,978	\$380,200	\$375,983
1.13 Wages of Janitor	\$17,056	\$25,129	\$26,819	\$26,819
1.2 Employee benefits				
1.21 Employer: FICA	\$32,893	\$32,185	\$34,400	\$33,777
1.22 Unemployment Comp	\$1,224	\$1,200	\$1,224	\$1,224
1.23 Employer: PERF	\$22,277	\$21,819	\$23,418	\$22,724
1.24 Employer: Group Insur.	\$12,000	\$5,000	\$12,000	\$10,200
1.3 Other personal services				
1.31 Other personal services	\$2,000	\$1,500	\$2,500	\$1,500
Total Personal Services	\$499,698	\$482,417	\$520,661	\$510,957
2 SUPPLIES				
2.1 Office supplies				
2.11 Official records	\$950	\$800	\$1,200	\$1,000
2.12 Stationery/printing	\$600	\$500	\$700	\$650
2.13 Other office supplies	\$5,000	\$4,500	\$6,000	\$4,500
2.2 Operating supplies				
2.21 Cleaning/sanitation	\$5,500	\$5,500	\$6,000	\$5,500
2.22 Fuel/oil/lubricants	\$20	\$20	\$50	\$20
2.23 Other operating supplies	\$2,000	\$1,000	\$4,000	\$2,500
2.3 Repair/maintenance supplies				
2.31 Building materials	\$600	\$600	\$1,000	\$650
2.32 Painting supplies	\$200	\$200	\$500	\$200
2.33 Repair parts	\$250	\$250	\$500	\$300
2.4 Other supplies				
2.41 Library supplies	\$6,000	\$2,850	\$5,500	\$4,000
2.42 Automation supplies	\$7,000	\$5,000	\$6,350	\$5,500
Total Supplies	\$28,120	\$21,220	\$31,800	\$24,820
3 OTHER SERVICES/CHARGES				
3.1 Professional services				
3.11 Consulting services	\$0	\$0	\$0	\$0
3.12 Engineer/Arch Services	\$500	\$500	\$1,000	\$500
3.13 Legal services	\$1,500	\$1,500	\$2,500	\$2,000
3.14 Other profess. services	\$1,000	\$1,000	\$3,000	\$1,000
3.2 Communication/Transportation				
3.21 Telephone	\$25,000	\$23,500	\$31,700	\$26,000
3.22 Postage	\$5,500	\$4,200	\$8,000	\$6,000

3.23	Traveling expenses	\$4,000	\$3,500	\$5,000	\$4,000
3.24	Professional mtgs	\$4,000	\$3,500	\$6,000	\$5,000
3.25	Freight/Express	\$50	\$50	\$100	\$50
3.3 Printing/Advertising					
3.31	Adv/Public. of notices	\$1,100	\$800	\$1,100	\$800
3.32	Printing (not off. supply)	\$1,500	\$600	\$1,000	\$750
3.4 Insurance					
3.41	Official bonds	\$500	\$500	\$300	\$250
3.42	Other insurance	\$13,200	\$13,400	\$18,000	\$15,000
3.5 Utility services					
3.51	Gas	\$35,000	\$23,000	\$42,000	\$27,000
3.52	Electricity	\$59,800	\$54,000	\$65,000	\$57,000
3.53	Water	\$1,700	\$1,500	\$1,900	\$1,600
3.54	Waste disposal service	\$2,800	\$2,800	\$4,200	\$3,200
3.6 Repairs/maintenance					
3.61	Bldgs/Structures	\$12,000	\$9,000	\$25,000	\$15,000
3.62	Equipment	\$3,500	\$2,500	\$9,000	\$3,000
3.7 Rentals					
3.71	Real estate				
3.72	Equipment	\$350	\$250	\$500	\$250
3.91	Dues	\$2,200	\$1,500	\$2,500	\$1,600
3.92	Interest on loans				
3.93	Taxes/Assessments				
3.94	Transfer to LIRF	\$7,000	\$7,000	\$6,000	\$10,000
3.95	Service contracts	\$26,000	\$5,888	\$19,600	\$6,000
3.96	Petty cash	\$120	\$120	\$120	\$120
3.97	Interview/moving expense	\$250	\$0	\$250	\$250
3.98	Maintenance contracts	\$33,000	\$30,000	\$42,060	\$34,000

Total Other Services/Charge	\$241,570	\$190,608	\$295,830	\$220,370
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4 CAPITAL OUTLAYS

4.1	Land				
4.2	Buildings				
4.3	Improvements	\$0		\$20,000	\$500
4.4	Furniture/equipment	\$15,000	\$5,000	\$25,000	\$10,000
4.5 Other capital outlays					
4.51	Books	\$132,000	\$98,500	\$136,000	\$115,000
4.52	Periodicals,newspapers	\$46,200	\$35,000	\$48,000	\$36,750
4.53	Nonprint materials	\$22,000	\$12,000	\$28,000	\$17,000

Total Capital Outlays	\$215,200	\$150,500	\$257,000	\$179,250
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FUND TOTAL	\$984,588	\$844,745	\$1,105,291	\$935,397
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1994 Operating Budget

In an attempt to spend only 87% of our budget, our goal is to spend no more than \$65,410 per month. Figures below show what is actually spent each month and how close we are to meeting that goal.

		Total Spent	Planned	
	Spent	1994	Spending 1994	Over-Under Budget
January	\$54,039.39	\$54,039.39	\$65,410.00	(\$11,370.61)
February	\$60,971.21	\$115,010.60	\$130,820.00	(\$15,809.40)
March	\$67,216.53	\$182,227.13	\$196,230.00	(\$14,002.87)
April	\$71,938.54	\$254,165.67	\$261,640.00	(\$7,474.33)
May	\$57,599.20	\$311,764.87	\$327,050.00	(\$15,285.13)

CIRCULATION STATISTICS

[illegible]

PERCENT INCREASE/DECREASE	-15.6%	25.8%	40.3%
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END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
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Total Materials Owned	28648	42547	21957
Total Titles Owned	26776	38839	19970
Daily Avg Circulation	289	356	138

MONTHLY SYSTEM STATISTICS	1993	1994	% change
Circulation	16043	17851	11%
Jan. to date circulation	104709	111713	7%

[illegible]

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
May 1994

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
REGISTRATIONS				
Borrowers--Beginning of month:	4304	4564	1737	10605
Added this month	133	154	34	321
Withdrew this month	57	50	3	110
Total registered	4380	4668	1768	10816
Non-resident, paying	49	46		95
PLAC card users	3	5		8
Reciprocal borrowers	130	66	5	201
XX				
INTRALIBRARY LOANS FILLED	119	133	92	344
LOCAL HISTORY				
In person	2	10		12
Letters		6		6
IN-HOUSE USE - HARDWARE/SOFTWARE				
Computer agreements	13	34	25	72
Software used	13	36	27	76
VCR Use	1	1		2
Microforms		50		50
Other	4	5		9
XX				
INTERLIBRARY LOANS				
Requests made for:	31	74	18	123
Items rec'd for:	37	76	13	126
Items outstanding:	-6	-2	5	-3
Items from Indiana libraries	28	58	11	97
Items requested by other libraries		1		1
Items supplied to other libraries		1		1
Info requests answr'd for other libraries		0		0
Info sent to other libraries		0		0

JASPER COUNTY PUBLIC LIBRARY PROGRAMS
May 1994

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Children's Programs (0-13)	26	22	13	61
Number attending	598	244	259	1101
YA Programs (14-17)	1			1
Number attending	10			10
Adult Programs	5	7		12
Number attending	46	140		186
Senior Citizen Programs		3		3
Number attending		14		14
TOTAL NO. OF PROGRAMS	32	32	13	77
TOTAL PERSONS ATTENDING	654	398	259	1311

CIRCULATION BY PATRON CODE
May 1994

	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
PATRONS	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total
Adult Male (0)	476	9.4%	773	9.9%	324	9.8%	1573	9.7%
Adult Female (1)	2723	53.7%	4055	51.9%	1874	56.4%	8652	53.4%
Juvenile 0-11 (2)	1046	20.6%	1081	13.8%	458	13.8%	2585	16.0%
YA 12-17 (3)	388	7.7%	819	10.5%	439	13.2%	1646	10.2%
Nonresident No Fee (4)	42	0.8%	186	2.4%	19	0.6%	247	1.5%
Board/Staff (5)	190	3.7%	314	4.0%	193	5.8%	697	4.3%
School (6)	0	0.0%	261	3.3%	0	0.0%	261	1.6%
St. Joseph College (7)	1	0.0%	19	0.2%	0	0.0%	20	0.1%
State Library Card (8)	1	0.0%	14	0.2%	0	0.0%	15	0.1%
Nonresident Fee (9)	88	1.7%	147	1.9%	8	0.2%	243	1.5%
Corporate (10)	0	0.0%	49	0.6%	0	0.0%	49	0.3%
Reciprocal (11)	112	2.2%	88	1.1%	8	0.2%	208	1.3%
Total	5067		7806		3323		16196	
Total items borrowed by nonresidents	244	4.8%	715	9.2%	35	1.1%	994	6.1%

CIRCULATION BY ITEM FINE CODE
May 1994

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	39	43	26	108
100 (1)	41	75	28	144
200 (2)	26	53	12	91
300 (3)	170	285	115	570
400 (4)	4	13	4	21
500 (5)	60	73	44	177
600 (6)	393	509	208	1110
700 (7)	120	201	77	398
800 (8)	26	92	17	135
900 (9)	132	228	68	428
B (10)	75	116	32	223
j000 (11)	6	23	2	31
j100 (12)	14	27	0	41
j200 (13)	1	14	7	22
j300 (14)	44	47	16	107
j400 (15)	4	4	0	8
j500 (16)	95	186	73	354
j600 (17)	46	108	39	193
j700 (18)	102	196	35	333
j800 (19)	7	10	3	20
j900 (20)	20	107	28	155
jB (21)	15	17	29	61
FIC (22)	841	1487	491	2819
yaFIC (23)	26	152	15	193
LARGE PRINT (24)	44	92	21	157
jFIC (25)	226	305	146	677
jE (26)	670	1163	536	2369
jER (27)	249	169	28	446
Magazines (28)	594	621	338	1553
Games/Toys (29)	0	15	0	15
Filmstrips (30)	0	0	0	0
Microforms (31)	0	0	0	0
Cassettes (32)	42	131	30	203
jCassettes (33)	61	57	24	142
Compact Discs (34)	123	252	251	626
jCompact Discs (35)	2	1	1	4
Sound Recordings (36)	17	14	19	50
jSound Recordings (37)	2	11	7	20
Software (38)	0	0	0	0
Vertical File (39)	161	464	12	637
Equipment (40)	2	4	0	6
yapFIC (41)	229	166	92	487
jpFIC (42)	198	128	43	369
Reference (43)	31	74	18	123
Genealogy (44)	0	0	0	0
jMagazines (45)	35	41	35	111
VHS (46)	265	573	383	1221
Free reads	235	545	96	876
Puzzles		1	2	3
Talking books		14		14
TOTAL	5493	8907	3451	17851

Salary Ordinance 1994: Rev. 6/94

Name	Classification	Present Hrly Wage	Annual Salary	Hrs Worked	Library
Bachman, Carol	Specialist 1	\$6.73	\$13,528.80	40	R
Barlow, Kellie	Page	\$4.25	\$255.00	10	R Res. 2/16/94
Beedle, Marlene	Lib. Asst. 1	\$5.99	\$7,475.52	24	D
Best, Julie	Clerk	\$4.50	\$3,014.25	15	R
Brown, Glenda	Specialist 1	\$7.41	\$15,412.80	40	R
Bykerk, Jill	Page	\$4.40	\$2,288.00	10	D
Carr, Renee	Lib. Asst 1	\$6.48	\$10,782.72	32	D
Cavanaugh, Kathleen	Specialist 2	\$8.31	\$17,246.40	40	R
Daugherty, Lynn	Director	\$18.08	\$37,606.40	40	R
Eisele, Julie	Lib. Asst. 1	\$5.50	\$7,587.30	35	R
Fagen, Charlotte	Specialist 2	\$8.47	\$17,617.60	40	D
Ferber, Pam	Librarian	\$12.98	\$21,598.72	32	W
Garwood, Kim	Librarian	\$13.21	\$27,438.44	40	R
Hendricks, Jennifer	Page	\$4.30	\$2,253.00	10	D
Howard, Rose	Janitor	\$7.55	\$15,704.00	40	D,W
Jung, Gail	Admin. Asst	\$8.17	\$17,000.05	40	R
Kooy, Diana	Lib. Asst 2	\$7.29	\$3,032.64	8	D
Kopanda, Joan	Lib. Asst 2	\$7.29	\$12,130.56	32	D
Kyle, Pamela	Page	\$4.25	\$2,222.00	10	R
Lewis, Sharon	Clerk	\$4.75	\$2,526.00	10	R
Loehmer-Ramer, Karen	Lib. Asst. 1	\$5.00	\$5,705.00	35	R
Martin, Mary	Tech Serv Libn	\$14.42	\$29,993.60	40	R
Mitchell, Carol	Lib. Asst. 2	\$6.09	\$11,083.80	35	R
Padgitt, Kathi	Specialist 1	\$7.07	\$5,938.80	40	R Res. 6/3/94
Powell, Bonnie	Lib Asst 1	\$6.97	\$10,873.20	30	R
Reed, Patricia	Lib Asst I	\$5.99	\$3,986.19	35	R Res. 5/24/94
Schulenberg, Sharon	Spec. Serv Libr	\$9.31	\$16,944.20	35	R
Spurgeon, Eileen	Clerk	\$6.00	\$3,120.00	10	R
Stalbaum, Lynn	Page	\$4.30	\$2,250.00	10	W
Standish, Jack	Janitor	\$6.50	\$9,425.00	29	R
Tachtiris, Jill	Specialist 1	\$7.75	\$16,120.00	40	D
Tanis, Tanya	Page	\$4.40	\$2,288.00	10	D
Thone, Betty	Clerk	\$6.00	\$1,560.00	5	D
Webster, Rachael	Clerk	\$5.17	\$3,939.00	15	D
Whited, Amber	Lib. Asst I	\$5.99	\$7,475.52	24	W
Wiers, Diane	Specialist 1	\$7.41	\$15,412.00	40	W
Woods, Peggy	Lib Asst I	\$5.00	\$10,040.00	40	W
York, Leanne	Librarian	\$11.06	\$23,177.00	40	D
	Page	\$4.25	\$1,320.00	10	R

Total

\$417,371.51

Margaret Hohner
Barbara Lustwa
Wilbur D. Doty no
Pamela Egan

Robert Souza
Miriam Lawrence

JULY

AGENDA

July 11, 1994

**Jasper County Public Library Board of Trustees
Monthly Meeting
Rensselaer Library Meeting Room
7:00 PM**

Opening of meeting

- A. Moment of silence
- B. Approval of agenda and requested changes to consent agenda

Purpose

Action

Consent Agenda

- A. Approval of Minutes
- B. Bills/Financial Reports
- C. Policy Committee report
- D. 1995 Budget

Action

General Business

- A. Staff changes/Salary Ordinance
- B. DeMotte outside lighting
- C. Rensselaer outside lighting
- D. Director's job description
- E. NILBA dinner

Action

Action

Action

Action

Discussion

Automation Update

Information

Director's Report

Information

Landscaping Update

Information

Items for future Agendas

Public Forum

Adjournment

Refreshments will be available at 6:45 PM if you'd like to come early and socialize.

MINUTES.....June 13, 1994
Monthly Meeting Rensselaer Library
Jasper County Public Library Board of Trustees

Present: Wilbur Doty, Robert Souza, Miriam Lawyer, Anne-Marie Egan, Marge Hohner, Barbara Leestma.

1. **Agenda:** The agenda format and changes to the consent agenda were approved on a motion by M. Lawyer, seconded by B. Leestma.

2. **Consent Agenda:** Bills/Financial Reports and the revised Salary Ordinance were passed on a motion by B. Souza, seconded by M. Lawyer. W. Doty voted against the motion.

3. **Minutes:** Minutes were approved on a motion by B. Souza, seconded by B. Leestma.
Board Member M.L. Casey joined the meeting at this point.

4. **Policy Committee Report:** The Public Forum Policy and the accompanying "Request to Address the Library Board" were changed to state that persons wishing to speak must fill out the request form and "return it to the Director or a board member". Following this action, the Public Forum Policy, the Study Room Policy and the Sexual Harassment Policy were unanimously adopted by the Board on a motion by M. Lawyer, seconded by M.L. Casey.

5. **Rensselaer Outside Lighting:** The Board discussed the possible need for additional lighting at the entrance and sidewalks at Rensselaer. It was noted that globe fixtures recommended by Circle Design on either side of the door could cost as much as \$3000. M.L. Casey stated her feeling that more lighting was needed on the two main walkways. A motion was made by M.L. Casey and seconded by B. Souza to get a quote to hire another design engineering firm to study the lighting and recommend solutions. The motion passed, with B. Leestma, M.L. Casey, B. Souza, and W. Doty voting in favor of it. Opposed were M. Hohner and A.-M. Egan. Abstaining was M. Lawyer.

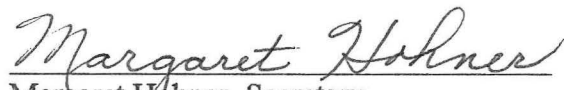
6. **1995 Budget:** The Board voted to file an appeal to the State Board of Tax Commissioners for relief from present levy limitations which do not allow us to carry out our governmental functions for 1995 and to give preliminary approval to the 1995 budget figures as presented, with a complete budget to be presented and approved for advertising at the July board meeting. Approval was given on a motion by A.-M. Egan, seconded by M. Lawyer. M.L. Casey voted against the motion.

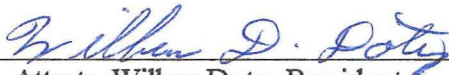
7. **Director's Report:** The Board concurred with the recommendation of L. Daugherty to sell the Wheatfield copy machine. Advertisements for the machine will be posted in appropriate locations.

8. **Future Agendas:** An automation update will be given at the July meeting as will a report on the Rensselaer landscaping problems. The Director's job description will also be discussed.

9. There being no other business, the Board adjourned at 8:00PM on a motion by R. Souza, seconded by A.M. Egan.

An executive session with all board members present was then held to discuss with the Director her annual work evaluation. The meeting adjourned at 8:50 PM.


Margaret Hohner, Secretary


Attest: Wilbur Doty, President

1994 Operating Budget

In an attempt to spend only 87% of our budget, our goal is to spend no more than \$65,410 per month. Figures below show what is actually spent each month and how close we are to meeting that goal.

		Total Spent	Planned	
	Spent	1994	Spending 1994	Over-Under Budget
January	\$54,039.39	\$54,039.39	\$65,410.00	(\$11,370.61)
February	\$60,971.21	\$115,010.60	\$130,820.00	(\$15,809.40)
March	\$67,216.53	\$182,227.13	\$196,230.00	(\$14,002.87)
April	\$71,938.54	\$254,165.67	\$261,640.00	(\$7,474.33)
May	\$57,599.20	\$311,764.87	\$327,050.00	(\$15,285.13)
June	\$57,269.28	\$369,034.15	\$392,460.00	(\$23,425.85)

MEMORANDUM

Policy Revisions Policy Committee Recommendations

Summary: Public Records Policy has had no material deleted from it, but has additional information added. In the Public Relations and Public Information Policy we have kept the basic premise that we have a mission to actively promote awareness of library services; however we recommend that the specific ways in which this is done should be part of the goals and action plans of the library rather than part of the policy. These policies have been approved as written by the board's attorneys.

Next Step(s): We recommend that these revised policies be adopted by the JCPL board.

Vote: To adopt the Public Records Policy and the Public Relations & Public Information Policy as presented by the Policy Committee.

PUBLIC RECORDS POLICY

The Jasper County Public Library recognizes with the adoption of this policy that the following records are exempt from disclosure as provided for in IC 5-14-3.

1. Personnel files of library employees and files of applicants for employment except for:
 - A. The name, compensation, job title, business address, business telephone number, job descriptions, education and training background, previous work experience, or dates of first and last employment of present or former officers or employees of the library;
 - B. Information relating to the status of any formal charges against the employee; and
 - C. Information concerning disciplinary actions in which final action has been taken and that resulted in the employee being disciplined or discharged.

However, all personnel file information shall be made available to the affected employee or his/her representative. General personnel information on all employees, without individual names, may not be excepted from disclosure.

2. Administrative or technical information that would jeopardize a record keeping or security system.
3. Computer programs, computer codes, computer filing systems, and other software that are owned by the library or entrusted to it.
4. Records specifically prepared for discussion or developed during discussion in an executive session under IC 5-14-1.5-6.
5. The identity of a donor of a gift made to the library if the donor requires nondisclosure of his/her identity as a condition of making the gift or after the gift is made, the donor or a member of the donor's family requests nondisclosure.
6. Library records which can be used to identify any library patron.
7. Records deposited with, or acquired by, the Library upon a condition that the records be disclosed only:
 - a. To qualified researchers.
 - b. After the passing of a period of years that is specified in the documents under which the deposit or acquisition is made or
 - c. After the death of persons specified at the time of the acquisition or deposit.

10/86

PUBLIC RECORDS POLICY

Access to public records is governed by IC 5-14-3 which states that "all persons are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees."

The following public records are exempted from the disclosure requirements upon approval of this policy by the JCPL Board of Trustees as provided for in IC 5-14-3.

1. Personnel files of library employees and files of applicants for employment except for:
 - 1.1 The name, compensation, job title, business address, business telephone number, job description, education and training background, previous work experience, or dates of first and last employment of present or former officers or employees of the library;
 - 1.2 Information relating to the status of any formal charges against the employee; and
 - 1.3 Information concerning disciplinary actions in which final action has been taken and that resulted in the employee being disciplined or discharged.

However, all personnel file information shall be made available to the affected employee or his/her representative. General personnel information on all employees or groups of employees, without individual names, may not be excepted from disclosure.

2. Administrative or technical information that would jeopardize a recordkeeping or security system.
3. Computer programs, computer codes, computer filing systems, and other software that are owned by the library or entrusted to it.
4. Records specifically prepared for discussion or developed during discussion in an executive session under IC 5-14-1.5-6.
5. The identity of a donor of a gift made to the library if the donor requires nondisclosure of his/her identity as a condition of making the gift or after the gift is made, the donor or a member of the donor's family requests nondisclosure.
6. Library records which can be used to identify any library patron. *Circulation records or other records identifying the names of library users with specific*

materials are for the sole purposes of protecting public property and compiling statistical information. Such records shall not be used either directly or indirectly to otherwise identify the types of materials used by individual patrons.

Such records shall not be made available to any agency, group or individual except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory powers.

Upon receipt of such process, order, or subpoena, the Library Director will consult with legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause of its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, the Director will insist that such defects be cured.

Any costs incurred, as a result of such order, in a search through patron records, shall be borne by the agency, group or individual demanding the search.

7. Records deposited with, or acquired by, the Library upon a condition that the records be disclosed only:
 - 7.1 To qualified researchers.
 - 7.2 After the passing of a period of years that is specified in the documents under which the deposit or acquisition is made or
 - 7.3 After the death of persons specified at the time of the acquisition or deposit.

PUBLIC RELATIONS & PUBLIC INFORMATION POLICY

In recognition of the Jasper County Public Library's responsibility to maintain continuing communication with present and potential users of the Jasper County Public Library's services and resources, so as to assure effective and maximum usage by all citizens, the Board of Trustees of the Jasper County Public Library adopts the following resolution as a matter of policy.

The objectives of the Jasper County Public Library's public relations program are:

To promote community awareness of library service.

To stimulate public interest in and usage of the Jasper County Public Library.

To develop public understanding and support of the Jasper County Public Library and its role in the community.

The following means may be used to accomplish the foregoing objectives:

1. An annual plan of specific goals and activities shall be developed, sufficient funds shall be allocated to carry out the program, and the program shall be evaluated periodically.

2. Training sessions, workshops, and other aids shall be made available to library staff members to assure courteous, efficient and friendly contact with library patrons and the general public.

3. Personal and informational group contacts shall be maintained with government officials, opinion leaders, service clubs, civic associations, and other community organizations by library staff and Board members.

4. Local media shall be utilized to keep the public aware of and informed about the Jasper County Library's resources and services.

5. Newsletters, brochures, and other promotional materials shall be produced and distributed through effective methods of reaching the public.

6. The Jasper County Public Library may sponsor programs, classes, exhibits, and other library centered activities and shall cooperate with other groups in organizing these to fulfill the community's needs for educational, cultural, informational, or recreational opportunities.

7. The Library Director or designated qualified staff member shall have the responsibility for coordinating the Jasper County Public Library's public relations and public information activities.

11/86

PUBLIC RELATIONS & PUBLIC INFORMATION POLICY

Recognizing our responsibility to encourage all Jasper County citizens to make effective and maximum use of the library's services and resources , the JCPL Board of Trustees adopts the following policy.

The Library will actively promote community awareness of library services. It will take such actions as are necessary to stimulate public interest in and usage of the library. The Library will work to improve public understanding and support of JCPL and its role in the community.

draft

MEMORANDUM

1995 Budget

Summary: The budget which you are approving for advertisement is about \$13,000 less than the preliminary budget you approved last month. With this budget we will be requesting a tax levy about \$51,000 higher than I estimate we can receive (if we are granted a tax appeal).

Discussion: As I stated last month when you voted to approve the proposed budget, this budget will not be the final budget on which we will operate. That budget will be determined by the Board in the fall after we know exactly what the state authorizes us to spend. The 1995 budget we are *advertising* asks for a tax rate not quite 2 cents higher than the one we advertised last year. The *actual* tax rate last year was about 5 cents lower than advertised.

Next Step(s). To approve this budget for advertising. It will then be published twice. The August 8 board meeting will include the budget hearing. At our August 29 board meeting, which will replace the September meeting, you will formally adopt the budget and the tax appeal and I will file the proper forms with the state. In October (probably), we will have our budget hearing with the State, possibly an appeal hearing in Indianapolis and then find out what budget is authorized.

Vote: To approve the 1995 budget for advertising as presented.

MEMORANDUM

Staff Changes/ Salary Ordinance

Summary: At DeMotte, page Jill Bykerk (10 hrs per week) will resign as of June 30 to attend nursing school. DeMotte is very short-staffed without her and wishes to replace her.

At Wheatfield, Library Assistant I, Peggy Woods, is cutting her hours from 40 to 34 hours. While Wheatfield does not wish to give those hours to another staff member, we will plan to let part-time staffers work extra hours *occasionally* if necessary to cover vacation or sick time of other staff.

The other change noted on Salary Ordinance Rev. 7/94 is a change in K. Cavanaugh's salary from \$8.31 to \$8.08 per hour since she no longer needs our health insurance help.

Discussion: DeMotte has been functioning without the help of Library Clerk Betty Thone (16 hrs per week) for months. Betty has recently notified us that she will not be returning to our staff. Since DeMotte has been functioning without her assistance already, it would be an extreme hardship to eliminate yet another of the persons who do shelving, clerical work and desk work. Agency Librarian Leanne York will attend the Board meeting to explain her request for replacement of her page, if further explanation is desired.

Next Step(s): I very strongly recommend that the Board vote to replace the page at DeMotte. If you decide to authorize this, we will seek her replacement immediately.

Vote: To allow the DeMotte librarian to fill the vacant position for a 10 hour per week page at a beginning salary of \$4.25 per hour. Further, to pass the revised Salary Ordinance 1994: Rev. 7/94.

TO: Lynn and Jasper County Public Library Board of Trustees
FROM: Leanne York, DeMotte Librarian
DATE: July 1, 1994
RE: Filling staff vacancy

One of our pages, Jill Bykerk, has resigned her position with the DeMotte Branch, as of July 1, 1994. I also recently learned that Betty Thone, a clerk who was on extended medical leave, will not be returning to work.

We have been operating without Betty for approximately a year. I feel the lose of a second staff member would leave us understaffed, and ultimately limit and impair the service we provide to patrons.

I am requesting your permission to hire a page to replace Jill Bykerk. This person would need to be hired and trained as soon as possible; in anticipation of the reopening of school.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Leanne York".

Leanne York

MEMORANDUM

Policy Revisions Salary Schedule

Summary: The janitor at Rensselaer is receiving his 6 month evaluation this month. At that time, his official job description will be changed since he has taken on the *maintenance* work at the library as well as the *cleaning*. I would like to add an additional classification to our Salary Schedule: Janitor/Maintenance Person. This person would receive a higher pay than a "Janitor".

Discussion: I discussed this subject with the Policy Committee. They felt it was something which should be handled immediately and advised that I bring my recommendation directly to the full board.

Previously, we paid Jerry Gray \$10.00 per hour to do "handyman" type jobs for us. Jack is doing these tasks now himself, within his allotted weekly 29 hours of work. He assembles new equipment, replaces ceiling tiles, checks the condition of the entire building inside and out, fixes plumbing problems, installs doorbells, washes windows. I feel a person with these responsibilities for which we previously paid \$10.00 per hour deserves to work on a higher pay scale than a person who does cleaning work only. The entire Rensselaer staff would concur that Jack is worth far more than he makes and they would hate to lose a person we have come to regard as a real treasure.

Your packet has a copy of the present Salary Schedule and a draft of a revised one with my proposed salary scale for the new position. This salary scale is in line with the salaries of other skilled persons on our staff.

Next Step(s): I recommend that the Board adopt the revised Salary Schedule. We would then begin paying Jack \$7.00 per hour retroactive to July 1. He would stay at that level until his first year anniversary of employment next January.

Please note: Even if you approve changing Jack's salary, the total to be spent this year will still be less than the total noted in last month's Salary Ordinance which showed total salaries to be paid of \$417,371.51.

Vote: To adopt the revised Salary Schedule as presented by the Director.

CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
Page	\$4.25	\$4.30	\$4.40	\$4.50							
Clerk	\$4.50	\$4.75	\$5.17	\$5.59	\$6.00						
Library Assistant I	\$5.00	\$5.50	\$5.99	\$6.48	\$6.61	\$6.97					
Library Assistant II	\$5.77	\$6.09	\$6.49	\$6.89	\$7.29	\$7.69					
Janitor	\$6.50	\$6.50	\$6.75	\$7.15	\$7.55	\$8.00					
Library Specialist I	\$6.73	\$6.73	\$7.07	\$7.41	\$7.75	\$8.09	\$8.41				
Library Specialist II	\$7.69	\$7.69	\$8.08	\$8.47	\$8.86	\$9.24	\$9.61				
Special Services Librarian	\$6.73	\$6.73	\$7.13	\$7.63	\$8.13	\$8.63	\$9.12				
Administrative Assistant	\$7.21	\$7.21	\$7.69	\$8.17	\$8.65	\$9.13	\$9.61	\$10.10			
Children's Librarian	\$8.65	\$8.65	\$9.31	\$9.91	\$10.53	\$10.89	\$11.45	\$12.02			
Agency Librarian	\$10.10	\$10.10	\$10.58	\$11.06	\$11.54	\$12.02	\$12.50	\$12.98	\$13.46	\$13.94	\$14.42
Tech. Services Librarian	\$11.54	\$11.54	\$12.02	\$12.50	\$12.98	\$13.46	\$13.94	\$14.42	\$14.90		

Present Salary Schedule

CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
Page	\$4.25	\$4.30	\$4.40	\$4.50							
Clerk	\$4.50	\$4.75	\$5.17	\$5.59	\$6.00						
Library Assistant I	\$5.00	\$5.50	\$5.99	\$6.48	\$6.61	\$6.97					
Library Assistant II	\$5.77	\$6.09	\$6.49	\$6.89	\$7.29	\$7.69					
Janitor	\$6.50	\$6.50	\$6.75	\$7.15	\$7.55	\$8.00					
Janitor/Maintenance	\$7.00	\$7.00	\$7.35	\$7.75	\$8.15	\$8.65					
Library Specialist I	\$6.73	\$6.73	\$7.07	\$7.41	\$7.75	\$8.09	\$8.41				
Library Specialist II	\$7.69	\$7.69	\$8.08	\$8.47	\$8.86	\$9.24	\$9.61				
Special Services Librarian	\$6.73	\$6.73	\$7.13	\$7.63	\$8.13	\$8.63	\$9.12				
Administrative Assistant	\$7.21	\$7.21	\$7.69	\$8.17	\$8.65	\$9.13	\$9.61	\$10.10			
Children's Librarian	\$8.65	\$8.65	\$9.31	\$9.91	\$10.53	\$10.89	\$11.45	\$12.02			
Agency Librarian	\$10.10	\$10.10	\$10.58	\$11.06	\$11.54	\$12.02	\$12.50	\$12.98	\$13.46	\$13.94	\$14.42
Systems Administrator/Tech- nical Services Librarian	\$11.54	\$11.54	\$12.02	\$12.50	\$12.98	\$13.46	\$13.94	\$14.42	\$14.90		

Draft 7/1/94

Salary Ordinance 1994: Rev. 7/94

Name	Classification	Present Hrly Wage	Annual Salary	Hrs Worked	Library
Bachman, Carol	Specialist 1	\$6.73	\$13,528.80	40	R
Barlow, Kellie	Page	\$4.25	\$255.00	10	R Res. 2/16/94
Beedle, Marlene	Lib. Asst. 1	\$5.99	\$7,475.52	24	D
Best, Julie	Clerk	\$4.50	\$3,014.25	15	R
Brown, Glenda	Specialist 1	\$7.41	\$15,412.80	40	R
Bykerk, Jill	Page	\$4.40	\$1,193.18	10	D Res. 6/30/94
Carr, Renee	Lib. Asst 1	\$6.48	\$10,782.72	32	D
Cavanaugh, Kathleen	Specialist 2	\$8.08	\$17,294.80	40	R
Daugherty, Lynn	Director	\$18.08	\$37,606.40	40	R
Eisele, Julie	Lib. Asst. 1	\$5.50	\$7,587.30	35	R
Fagen, Charlotte	Specialist 2	\$8.47	\$17,617.60	40	D
Ferber, Pam	Librarian	\$12.98	\$21,598.72	32	W
Garwood, Kim	Librarian	\$13.21	\$27,438.44	40	R
Hendricks, Jennifer	Page	\$4.30	\$2,253.00	10	D
Howard, Rose	Janitor	\$7.55	\$15,704.00	40	D, W
Jung, Gail	Admin. Asst	\$8.17	\$17,000.05	40	R
Kooy, Diana	Lib. Asst 2	\$7.29	\$3,032.64	8	D
Kopanda, Joan	Lib. Asst 2	\$7.29	\$12,130.56	32	D
Kyle, Pamela	Page	\$4.25	\$2,222.00	10	R
Lewis, Sharon	Clerk	\$4.75	\$2,526.00	10	R
Loehrer-Ramer, Karen	Lib. Asst. 1	\$5.00	\$5,705.00	35	R
Martin, Mary	Tech Serv Libn	\$14.42	\$29,993.60	40	R
Mitchell, Carol	Lib. Asst. 2	\$6.09	\$11,083.80	35	R
Padgitt, Kathi	Specialist 1	\$7.07	\$5,938.80	40	R Res. 6/3/94
Powell, Bonnie	Lib Asst 1	\$6.97	\$10,873.20	30	R
Reed, Patricia	Lib Asst I	\$5.99	\$3,986.19	35	R Res. 5/24/94
Schulenberg, Sharon	Spec. Serv Libr	\$9.31	\$16,944.20	35	R
Spurgeon, Eileen	Clerk	\$6.00	\$3,120.00	10	R
Stalbaum, Lynn	Page	\$4.30	\$2,250.00	10	W
Standish, Jack	Janitor	\$6.50	\$9,425.00	29	R
Tachtiris, Jill	Specialist 1	\$7.75	\$16,120.00	40	D
Tanis, Tanya	Page	\$4.40	\$2,288.00	10	D
Thone, Betty	Clerk	\$6.00	\$0.00	5	D Res. 6/29/94
Virok, Nicole	Page	\$4.25	\$1,212.50	10	R
Webster, Rachael	Clerk	\$5.17	\$3,939.00	15	D
Whited, Amber	Lib. Asst I	\$5.99	\$7,475.52	24	W
Wiers, Diane	Specialist 1	\$7.41	\$15,412.00	40	W
Woods, Peggy	Lib Asst I	\$5.00	\$9,224.00	34	W
York, Leanne	Librarian	\$11.06	\$23,177.00	40	D
	Page	\$4.25	\$1,105.00	10	D

Total \$414,946.59

MEMORANDUM

DeMotte Outside Lighting

Summary: The Board approved an additional light at DeMotte, estimated by Circle Design Group at \$1,130 installed. Actual cost of the light and installation has been quoted at \$2926. The contractor from whom we received the quote Rich Tillema (T C & M, Inc., Electrical Contractors, Wheatfield) was recommended to us by our original electrical contractor Circle "R" who does not wish to take on the extra work.

Discussion: Rich tells us that the fixture recommended by Circle Design is extremely expensive. He feels a more economical one can be found which will look as good and last as long. His supplier (All-Phase of Valparaiso) is looking into this. Even so, this may not lower the price more than \$200 or so. Placing the light on the west side of the sidewalk would reduce installation cost by \$200 also.

Lighting is adequate on the stairs for persons who see well. Whether it is adequate for persons with vision problems has been questioned by board members.

Next Step(s). I would suggest that any board member who can do so should try the DeMotte library steps at about 9 PM (before the night of board meeting) to determine for him/herself whether lighting is adequate without an additional light. After Rich gives me a price for a less expensive fixture, and after the Board reaffirms their decision to have a light installed, I will try to get a lower bid from another qualified lighting contractor in the area. However, the Board should know, if they vote to install the light, that a lower bid may not be possible.

Vote: To reaffirm the Board's decision to have a light installed along the DeMotte stairway (at a cost not to exceed \$_____?).

MEMORANDUM

Rensselaer Outside Lighting

Summary: The Board asked that I find the cost of hiring a lighting engineer to advise whether Circle Design recommendations for added lighting will give the needed effect.

I investigated this. I also solicited a quote for the lighting installation from T C & M, Inc., Electrical Contractors, Wheatfield, who were recommended to us by Circle "R" Electric. T C & M, Inc. has arranged for lighting engineers from their supplier (All-Phase of Valparaiso) to come down and give their opinion on Circle Design's recommendation.

T C & M, Inc.'s price for installing lights on either side of entry is \$2625 . The cost estimate which Circle Design gave us was \$1391, *not* including installation.

Discussion: Rich Tillema (T C & M, Inc.) tells us the fixture recommended by Circle Design is very expensive. His supplier is looking for a more economical one which will look as good and last as long.

The latest solution presented by Circle Design for walkway lighting included the use of two bollard lights, one on each side of the walk going north to the front entrance. Circle Design's estimated cost was \$2,570 per fixture. I did not have T C & M give us a quote on this lighting since the board had not shown enthusiasm for that solution at the last meeting.

Next Step(s). I would suggest that the board first determine

- what amount of money you are willing to spend for lighting to accent the entry
- what amount of money you are willing to spend to increase walkway lighting

If you decide you are willing to spend money in either of the above cases, you would need to authorize me to determine if a suitable lighting solution can be found within the approved budget, to obtain contractors' quotes on the same and present this to you at the next meeting for final approval. If no solution could be found within the authorized budget, the project would be dropped.

Vote:

- To spend no more than \$_____ to install lighting to accent the entryway and/or to install lighting to light walkways.

If the Board votes affirmatively on the first motion, a vote would be needed on whether:

- To authorize the Director to bring a final proposal to the Board based on decisions made above to be voted on at the August meeting.

MEMORANDUM

Director's Job Description

Summary: My existing job description was written March 1986. I have written a new one which reflects the format now used for all our job descriptions and which more succinctly describes what I believe are the basic functions of this job.

Discussion: The draft job description I am sending you is almost exactly the same as the one I submitted with my evaluation papers this year. However, I added the word *schools* in the section "Establishes and maintains effective working relationships...." and I eliminated sections describing certain types of policies which I recommend and administer. I did this because the third "specific duty" refers to my responsibility to formulate, recommend and implement policies in general.

Next Step(s): If you approve of the revised job description you will need to formally adopt it. If you have major problems with it, you may wish to appoint one or two board members to work with me on a revision.

Vote: To adopt the Library Director job description as presented (or revised).

March 1986

R22

Director of Jasper County Public Library System
Job Description

The director of the Jasper County Public Library is the integral librarian who performs the necessary activities to maintain the smooth running of the Jasper County Public Library system. The director must exhibit a high quality of librarianship. Also the director has the responsibility to advise, supervise, and direct the internal operations of the library system. In addition the director has the responsibility to inform and represent the library board in all matters. Finally, the director should be cognizant of and able to implement new ideas, trends, and programs for the betterment of Jasper County Public Library system.

Duties and Responsibilities

The following are the duties and responsibilities of the director.

1. Act as a technical advisor to the board; recommend needed actions and policies for board review and decision concerning current and future needs.
2. Attend all board meetings and prepare minutes of same.
3. Carry out the policies of the library as adopted by the board.
4. Initiate and maintain good library business operations and procedures.
5. Prepare and submit to the board:
 - a. Monthly and annual reports of library operations and fiscal conditions.
 - b. Monthly list and checks for bills to be allowed.
 - c. The annual library budget in conjunction with the budget committee of the board.
 - d. Other reports as needed.
6. Develop immediate and long-range plans for the library in light of the future direction as defined by the board.
7. Supervise, direct, and delegate responsibilities to the

headquarters librarian and coordinator of the branches for efficient operation of the library system.

8. Advise, supervise, and direct Administrative Services, including:
 - a. Establishing and reviewing internal library operations.
 - b. Assigning job duties.
 - c. Scheduling activities and assignments.
 - d. Interviewing and recommending hiring and dismissal of all employees.
 - e. Initiating training and in-service programs.
 - f. Carrying out periodic evaluations.
 - g. Handling all staff/personnel matters and relationships.
 - h. Other duties as assigned by the Board.
9. Advise, supervise and direct Public Services, including:
 - a. Circulation.
 - b. Reference and information services.
 - c. Public relations, e.g., media news releases, public appearances, etc.
 - d. Programming for available patron activities, e.g., story hours, crafts, adult education, etc.
 - e. Special Services, e.g., interlibrary loan, walking books, etc.
 - f. Special collections, e.g., genealogy, local history, energy conservation, etc.
 - g. Other Public Services operations.
10. Advise, supervise and direct Technical Services including:
 - a. Selection and acquisitions of print and non-print material.
 - b. Cataloging.

- c. Processing.
 - d. Weeding.
 - e. Mending.
 - f. Card catalog maintenance.
 - g. Other Technical Services operations.
- 11. Supervise and direct maintenance of building, grounds, equipment, and furnishing. Establish measures for safety and security.
 - 12. Supervise and direct all purchasing activities.
 - 13. Represent the library in Northwest Indiana Area Library Services Authority (NIALSA).

Evaluation of the Director

- 1. The director will be evaluated annually each October.
- 2. The evaluation will be a written report completed by an evaluation committee with a board chairman each year. A copy will be filed in the Director's personnel file and one copy in the Board file.
- 3. The Director will submit to the Board a self evaluation, goals, objectives, and an evaluation guide for each member in August so evaluation can be completed in October.

Requirements: LIBRARY DIRECTOR for a unique county library system (3 libraries; 13 FTE) serving over 24,000 people. Must have budgeting, planning, management, and public relation skills. ALA-MLS & 2-3 yrs. supervisory exp. required. \$22,000-27,000.

TITLE: LIBRARY DIRECTOR

CLASSIFICATION: Director, Exempt

REPORTS TO: Board of Trustees

This job description contains the facts necessary to evaluate and distinguish it adequately from other jobs. It is not intended to be a detailed description of every duty and responsibility.

GENERAL DESCRIPTION:

The Library Director carries out library policy as determined by the Library Board. A maximum degree of latitude for independent action is exercised within the scope of library policy.

SPECIFIC DUTIES:

Plans, organizes, coordinates and directs a balanced program of library service to serve all people in the library's district in accordance with long-range plans as defined by the Board.

Evaluates the effectiveness of library services in relation to changing needs of the communities.

Formulates and recommends policies to the Library Board; implements library policies and supervises the development of uniform procedures throughout the library system.

Submits an annual budget to the Library Board; directs and supervises the expenditures of library funds.

Recommends new construction, repairs and alterations; coordinates completion of these projects at the direction of the Library Board.

Directs the maintenance of library buildings, grounds, equipment and furnishings; provides for safety and security of persons and of library property.

Provides in-service training programs for employee training and development.

Establishes and maintains effective working relationships with schools, other governmental agencies, civic and community groups, and the general public.

Represents the Library and speaks before community, civic and other groups regarding the objectives and activities of the library.

Represents the Library at professional and other meetings.

Attends all board meetings, reporting regularly on the library's current status, its progress and future needs.

Special tasks as assigned by Library Board.

Evaluation of the Director

1. The Director will be evaluated annually each March.
2. The evaluation will be a written report completed by an evaluation committee with a board chairman each year. A copy will be filed in the Director's personnel file and one copy in the Board file.
3. The Director will submit to the Board a self-evaluation, goals, objectives, and an evaluation guide for each member in February so evaluation can be completed in March.

Requirements: LIBRARY DIRECTOR for county library system (3 libraries; 23.4 FTE) serving over 24,000 people. Must have budgeting, planning, management, and public relations skills. ALA-MLS & 5 yrs supervisory exp. required. \$28,000 minimum.

CIRCULATION STATISTICS

[illegible]

PERCENT INCREASE/DECREASE	7.9%	-23.8%	-4.4%
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END OF MONTH: DEMOTTE RENSSELAER WHEATFIELD

Total Materials Owned	28661	42097	21973
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Total Titles Owned	26798	38444	19997
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Daily Avg Circulation	448	332	160
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MONTHLY SYSTEM STATISTICS	1993	1994	% change
Circulation	26483	24454	-8%

Jan. to date circulation	131192	136167	4%
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WHEATFIELD COLLECTION

MONTH
END

VOLUMES	TITLES
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
14	14
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93	93
94	94
95	95
96	96
97	97
98	98
99	99
100	100

XX

ADULT BOOKS
Fiction
Nonfiction

CHILDREN'S BKS
Fiction
Nonfiction

☐ MAGAZINES, ADLT
☐ MAGAZINES, CH

3 GRAPHIC MAT'L

0 MICROFORMS

5 SOUND REC,ADULT
SOUND REC., CH
CD ROM SOFTWARE
6 SOFTWARE
0 VERTICAL FILE
0 VHS
0 EQUIPMENT
7 TOTAL

[illegible]

CIRCULATION BY ITEM FINE CODE

June 1994

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	37	26	9	72
100 (1)	47	42	19	108
200 (2)	40	55	18	113
300 (3)	174	189	77	440
400 (4)	8	13	3	24
500 (5)	83	52	30	165
600 (6)	466	334	246	1046
700 (7)	215	182	102	499
800 (8)	47	42	30	119
900 (9)	166	136	41	343
B (10)	85	97	33	215
j000 (11)	12	11	5	28
j100 (12)	25	20	4	49
j200 (13)	15	3	2	20
j300 (14)	82	43	18	143
j400 (15)	18	5	1	24
j500 (16)	386	228	125	739
j600 (17)	169	61	52	282
j700 (18)	195	232	61	488
j800 (19)	160	27	31	218
j900 (20)	68	39	36	143
jB (21)	212	13	52	277
FIC (22)	1406	1593	474	3473
yaFIC (23)	142	233	75	450
LARGE PRINT (24)	73	89	32	194
jFIC (25)	761	594	233	1588
jE (26)	1982	1457	673	4112
jER (27)	915	187	89	1191
Magazines (28)	780	428	273	1481
Games/Toys (29)	0	8	0	8
Filmstrips (30)	0	0	0	0
Microforms (31)	0	0	0	0
Cassettes (32)	89	144	22	255
jCassettes (33)	193	67	36	296
Compact Discs (34)	164	198	258	620
jCompact Discs (35)	5	2	0	7
Sound Recordings (36)	3	11	38	52
jSound Recordings (37)	2	7	2	11
Software (38)	0	0	0	0
Vertical File (39)	95	121	12	228
Equipment (40)	2	21	1	24
yapFIC (41)	561	172	250	983
jpFIC (42)	511	215	48	774
Reference (43)	44	25	23	92
Genealogy (44)	0	0	0	0
jMagazines (45)	216	31	44	291
VHS (46)	589	717	492	1798
Free reads	409	461	101	971
Puzzles				0
Talking books				0
TOTAL	11652	8631	4171	24454

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

June 1994

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
REGISTRATIONS				
Borrowers--Beginning of month:	4340	4668	1768	10776
Added this month	182	151	43	376
Withdrew this month	65	63	3	131
Total registered	4457	4756	1808	11021
Non-resident, paying	30	30		60
PLAC card users		2		2
Reciprocal borrowers	95	52	5	152
XX				
INTRALIBRARY LOANS FILLED	173	137	136	446
LOCAL HISTORY				
In person	4	31		35
Letters		9		9
IN-HOUSE USE - HARDWARE/SOFTWARE				
Computer agreements	16	98	47	161
Software used	16	108	77	201
VCR Use		2	1	3
Microforms		4		4
Other	3	3	3	9
XX				
INTERLIBRARY LOANS				
Requests made for:	42	65	18	125
Items rec'd for:	23	43	20	86
Items outstanding:	19	22	-2	39
Items from Indiana libraries	16	31	17	64
Items requested by other libraries				0
Items supplied to other libraries				0
Info requests answr'd for other libraries				0
Info sent to other libraries				0

CIRCULATION BY PATRON CODE
June 1994

	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
PATRONS	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total
Adult Male (0)	748	6.7%	775	9.7%	380	9.4%	1903	8.2%
Adult Female (1)	4945	44.5%	4341	54.2%	2080	51.5%	11366	49.1%
Juvenile 0-11 (2)	3743	33.7%	1498	18.7%	960	23.8%	6201	26.8%
YA 12-17 (3)	747	6.7%	444	5.5%	374	9.3%	1565	6.8%
Nonresident No Fee (4)	183	1.6%	227	2.8%	1	0.0%	411	1.8%
Board/Staff (5)	278	2.5%	399	5.0%	188	4.7%	865	3.7%
School (6)	0	0.0%	75	0.9%	0	0.0%	75	0.3%
St. Joseph College (7)	0	0.0%	26	0.3%	0	0.0%	26	0.1%
State Library Card (8)	0	0.0%	3	0.0%	0	0.0%	3	0.0%
Nonresident Fee (9)	152	1.4%	77	1.0%	8	0.2%	237	1.0%
Corporate (10)	0	0.0%	41	0.5%	0	0.0%	41	0.2%
Reciprocal (11)	307	2.8%	99	1.2%	46	1.1%	452	2.0%
Total	11103		8005		4037		23145	
Total items borrowed by nonresidents	642	5.8%	507	6.3%	55	1.4%	1204	5.2%

JASPER COUNTY PUBLIC LIBRARY PROGRAMS
June 1994

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Children's Programs (0-13)	29	44	9	82
Number attending	1002	899	169	2070
YA Programs (14-17)	3			3
Number attending	34	2		36
Adult Programs	1	2	1	4
Number attending	15	35	7	57
Senior Citizen Programs		1		1
Number attending		9		9
 TOTAL NO. OF PROGRAMS	 33	 47	 10	 90
TOTAL PERSONS ATTENDING	1051	945	176	2172

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
Week of June 27-July 2, 1994

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
REFERENCE QUESTIONS				
Telephone: Directional	56	208	55	319
Telephone: Reference	80	156	20	256
In-person: Directional	85	229	81	395
In-person: Reference	220	233	56	509
Total	441	826	212	1479

Monthly Equivalent for June 1994

REFERENCE QUESTIONS				
Telephone: Directional	243	901	238	1382
Telephone: Reference	347	676	87	1109
In-person: Directional	368	992	351	1712
In-person: Reference	953	1010	243	2206
Total	1911	3579	919	6409

Comparison with Actual Figures: June 1993

REFERENCE QUESTIONS				
Telephone: Directional	289	222	133	644
Telephone: Reference	150	146	87	383
In-person: Directional	352	249	223	824
In-person: Reference	816	246	121	1183
Total	1607	863	564	3034

FINANCIAL REPORT BY FUND
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 30 JUN 94

FUND #	DESCRIPTION	BEGINNING BALANCE	RECEIPTS THIS MONTH	RECEIPTS YEAR-TO-DATE	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	BALANCE
100	OPERATING FUND	97506.02	201096.82	410762.77	57269.28	369034.15	241333.56
101	PUBLIC LIBRARY ACCESS CARD	32.00	.00	80.00	.00	81.54	32.00
	GIFT FUNDS						
110.01	DEMOTTE GIFT FUND	2775.70	110.00	180.00	308.91	308.91	2576.79
110.02	RENSSELAER GIFT FUND	1250.82	411.65	1956.77	241.52	2100.52	1420.95
110.03	WHEATFIELD GIFT FUND	811.23	.00	208.45	146.95	212.08	664.28
	BOND AND INTEREST						
120.02	WHEATFIELD BOND AND INTEREST	.00	.00	.00	.00	.00	.00
120.03	RENS & DEM BOND AND INTEREST	151466.94	180478.01	201943.63	325432.50	325432.50	6512.45
130	LIRF FUND	17645.73	.00	.00	.00	.00	17645.73
	INVESTMENTS						
140.01	OPERATING FUND INVESTMENTS	.00	.00	.00	.00	.00	.00
140.02	LIRF INVESTMENTS	.00	.00	.00	.00	.00	.00
140.03	DEMOTTE BOND AND INTEREST	.00	200000.00	200000.00	.00	.00	200000.00
140.04	WHEATFIELD BOND AND INTEREST	.00	.00	.00	.00	.00	.00
	PETTY CASH						
150.01	DEMOTTE PETTY CASH	30.00	.00	.00	.00	.00	30.00
150.02	RENSSELAER PETTY CASH	60.00	.00	.00	.00	.00	60.00
150.03	WHEATFIELD PETTY CASH	30.00	.00	.00	.00	.00	30.00
160	RECIPROCAL BORROWING FUND	.00	.00	.00	.00	.00	.00
170	LEVY EXCESS FUND	.00	.00	.00	.00	.00	.00
180	CONSTRUCTION FUND	68102.04	.00	2208.25	4331.64	11497.10	63770.40
190	CASH CHANGE FUND	80.00	.00	.00	.00	.00	80.00
	WITHHOLDING ACCOUNTS						
200.01	FIT TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.02	FICA TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.03	GIT TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.04	CO TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.05	IND.DEFERRED COMPENSATION	.00	.00	.00	.00	.00	.00
200.06	BONDS PURCHASED	.00	.00	.00	.00	.00	.00
200.07	HEALTH INSURANCE	362.55	.00	.00	-124.66	-132.28	487.21
200.08	P.E.R.F.	1792.85	.00	.00	-908.22	-203.23	2701.07
200.09	GARNISHMENTS	.00	.00	.00	.00	.00	.00
-TOTAL ALL FUNDS-		341945.88	582096.48	817339.87	386697.92	708331.29	537344.44

{-----BANK BALANCES-----}
 DATE {30 Jun 94}

A1 {BANK ONE CHECKING	}	B1 {	108761.52}
A2 {CONSTRUCTION FUND SAVINGS ACCT}	}	B2 {	63770.40}
A3 {CERTIFICATE OF DEPOSIT #2005	}	B3 {	100000.00}
A4 {FIRST OF AMERICA	}	B4 {	53820.63}
A5 {DEMOTTE STATE BANK	}	B5 {	62965.02}
A6 {INDIANA FEDERAL	}	B6 {	22071.87}
A7 {NBD BANK	}	B7 {	20366.54}
A8 {FIRST FEDERAL SAVINGS BANK	}	B8 {	5588.46}
A9 {CERTIFICATE OF DEPOSIT #1999	}	B9 {	100000.00}

TOTAL		B10{	537344.44}

APPROPRIATION REPORT

----- JASPER COUNTY PUBLIC LIBRARY -----

30 Jun 94

OPERATING FUND ACNT # DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	% SPENT
1.11 SALARY OF LIBRARIAN	37606.00	.00	37606.00	3133.86	18764.73	18841.27	50%
1.12 SALARY OF ASSISTANTS	374642.00	.00	374642.00	30894.42	178409.59	196232.41	48%
1.13 WAGES OF JANITORS	17056.00	.00	17056.00	1409.97	7812.43	9243.57	46%
1.21 EMPLOYER'S SHARE-FICA	32893.00	.00	32893.00	2711.06	15681.71	17211.29	48%
1.22 UNEMPLOYMENT COMPENSATION	1224.00	.00	1224.00	.00	496.44	727.56	41%
1.23 EMPLOYER'S CONTRIBUTION - PERF	22277.00	.00	22277.00	.00	10518.45	11758.55	47%
1.24 EMPLOYER'S CONTRIBUTION - INS.	12000.00	.00	12000.00	120.00	770.00	11230.00	6%
1.31 OTHER PERSONAL SERVICES	1500.00	.00	1500.00	20.00	253.88	1246.12	17%
2.11 OFFICIAL RECORDS	800.00	.00	800.00	.00	41.68	758.32	5%
2.12 STATIONERY AND PRINTING	500.00	.00	500.00	.00	.00	500.00	0%
2.13 OTHER OFFICE SUPPLIES	4500.00	.00	4500.00	349.69	1927.67	2572.33	43%
2.21 CLEANING & SANITATION SUPPLIES	5500.00	.00	5500.00	315.61	1254.44	4245.56	23%
2.22 FUEL, OIL & LUBRICANTS	20.00	.00	20.00	5.80	5.80	14.20	29%
2.23 OTHER OPERATING SUPPLIES	1000.00	.00	1000.00	37.01	1052.10	-52.10	105%
2.31 BUILDING MATERIALS & SUPPLIES	600.00	.00	600.00	57.75	277.01	322.99	46%
2.32 PAINT AND PAINTING SUPPLIES	200.00	.00	200.00	.00	.00	200.00	0%
2.33 REPAIR PARTS	250.00	.00	250.00	2.67	45.96	204.04	18%
2.41 LIBRARY SUPPLIES	4500.00	.00	4500.00	29.18	941.66	3558.34	21%
2.42 AUTOMATION SUPPLIES	5000.00	.00	5000.00	54.95	1280.95	3719.05	26%
3.11 CONSULTING SERVICES	.00	.00	.00	.00	.00	.00	0%
3.12 ENGINEERING & ARCH. SERVICES	500.00	.00	500.00	.00	.00	500.00	0%
3.13 LEGAL SERVICES	1500.00	.00	1500.00	.00	.00	1500.00	0%
3.14 OTHER PROFESSIONAL SERVICES	1000.00	.00	1000.00	.00	.00	1000.00	0%
3.21 TELEPHONE	23500.00	.00	23500.00	1655.35	9944.42	13555.58	42%
3.22 POSTAGE	5000.00	.00	5000.00	604.37	2448.64	2551.36	49%
3.23 TRAVELING EXPENSE	3500.00	.00	3500.00	340.75	1594.50	1905.50	46%
3.24 PROFESSIONAL MEETINGS	3500.00	.00	3500.00	112.28	2662.32	837.68	76%
3.25 FREIGHT	50.00	.00	50.00	.00	.00	50.00	0%
3.31 ADVERTISING & PUBLIC NOTICES	800.00	.00	800.00	21.58	51.23	748.77	6%
3.32 OTHER PRINTING	600.00	.00	600.00	.00	148.47	451.53	25%
3.41 OFFICIAL BONDS	500.00	.00	500.00	.00	50.00	450.00	10%
3.42 OTHER INSURANCE	13400.00	.00	13400.00	.00	11146.20	2253.80	83%
3.51 GAS	32000.00	.00	32000.00	693.70	13307.74	18692.26	42%
3.52 ELECTRICITY	55000.00	.00	55000.00	3988.59	22223.72	32776.28	40%
3.53 WATER	1500.00	.00	1500.00	96.53	618.93	881.07	41%
3.54 WASTE DISPOSAL SERVICES	2800.00	.00	2800.00	203.97	1297.69	1502.31	46%
3.61 BUILDING & STRUCTURES	9000.00	.00	9000.00	777.00	6596.04	2403.96	73%
3.62 EQUIPMENT	2500.00	.00	2500.00	168.95	902.24	1597.76	36%
3.71 REAL ESTATE	.00	.00	.00	.00	.00	.00	0%
3.72 EQUIPMENT	250.00	.00	250.00	9.95	134.70	115.30	54%
3.8 DEBT SERVICE	.00	.00	.00	.00	.00	.00	0%
3.91 DUES	2200.00	.00	2200.00	.00	70.00	2130.00	3%
3.92 INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.00	.00	0%
3.93 TAXES & ASSESSMENTS	.00	.00	.00	.00	.00	.00	0%
3.94 TRANSFER TO LIRF	7000.00	.00	7000.00	.00	.00	7000.00	0%
3.95 SERVICE CONTRACTS	16670.00	.00	16670.00	396.84	3315.30	13354.70	20%
3.96 PETTY CASH	120.00	.00	120.00	.00	.00	120.00	0%
3.97 INTERVIEWING & MOVING EXP.	250.00	.00	250.00	.00	.00	250.00	0%
3.98 MAINTENANCE CONTRACTS	30000.00	.00	30000.00	94.00	3196.00	26804.00	11%
4.1 LAND	.00	.00	.00	.00	.00	.00	0%
4.2 BUILDINGS	.00	.00	.00	.00	.00	.00	0%
4.3 IMPROVEMENTS OTHER THAN BUILD.	.00	275.00	275.00	72.31	72.31	202.69	26%
4.4 FURNITURE & EQUIPMENT	5000.00	3827.90	8827.90	76.44	3904.34	4923.56	44%
4.51 BOOKS	115000.00	.00	115000.00	7450.31	32171.78	82828.22	28%
4.52 PERIODICALS & NEWSPAPERS	35000.00	.00	35000.00	957.10	12483.41	22516.59	36%
4.53 NONPRINTED MATERIALS	12000.00	.00	12000.00	407.29	1159.67	10840.33	10%
-TOTAL-	902208.00	4102.90	906310.90	57269.38	269024.15	527274.75	64%

APPROPRIATION REPORT
 ----- JASPER COUNTY PUBLIC LIBRARY -----

30 Jun 94

CONSTRUCTION FUND ACNT # DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE
3.12 ENGINEERING & ARCH. SERVICES	7560.00	.00	7560.00	.00	.00	7560.00
4.2 BUILDINGS	.00	.00	.00	442.73	686.83	-686.83
4.3 IMPROVEMENTS OTHER THAN BUILD.	52021.00	-13273.75	38747.25	3276.36	3383.29	35363.96
4.4 FURNITURE & EQUIPMENT	13630.25	15330.00	28960.25	612.55	7426.98	21533.27
-TOTAL-	73211.25	2056.25	75267.50	4331.64	11497.10	63770.40

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

30 Jun 94

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
003769	00781	BACHMAN, CAROL	390.32	10 JUN 94	PAYROLL
003770	00779	MARLENE BEEDLE	279.63	10 JUN 94	PAYROLL
003771	00787	JULIE A. BEST	176.54	10 JUN 94	PAYROLL
003772	00769	GLENDA BROWN	523.36	10 JUN 94	PAYROLL
003773	00785	JILL M. BYKERK	117.79	10 JUN 94	PAYROLL
003774	00773	RENEE CARR	385.22	10 JUN 94	PAYROLL
003775	00788	KATHLEEN M. CAVANAUGH	534.37	10 JUN 94	PAYROLL
003776	00772	LYNN DAUGHERTY	1034.69	10 JUN 94	PAYROLL
003777	00778	JULIE EISELE	150.62	10 JUN 94	PAYROLL
003778	00762	CHARLOTTE FAGEN	540.13	10 JUN 94	PAYROLL
003779	00776	PAMELA FERBER	613.61	10 JUN 94	PAYROLL
003780	00777	KIMBERLY GARWOOD	810.47	10 JUN 94	PAYROLL
003781	00789	JENNIFER M. HENDRICKS	69.77	10 JUN 94	PAYROLL
003782	00775	ROSE E. HOWARD	569.26	10 JUN 94	PAYROLL
003783	00782	GAIL M. JUNG	528.12	10 JUN 94	PAYROLL
003784	00770	DIANA KOBY	102.58	10 JUN 94	PAYROLL
003785	00765	JOAN KOPANDA	423.06	10 JUN 94	PAYROLL
003786	00793	PAMELA D. KYLE	74.76	10 JUN 94	PAYROLL
003787	00790	SHARON K. LEWIS	97.78	10 JUN 94	PAYROLL
003788	00761	MARY K. MARTIN	867.33	10 JUN 94	PAYROLL
003789	00780	CAROL MITCHELL	394.43	10 JUN 94	PAYROLL
003790	00767	KATHLEEN PADGITT	592.39	10 JUN 94	PAYROLL
003791	00768	BONNIE POWELL	391.93	10 JUN 94	PAYROLL
003792	00784	PATRICIA A. REED	257.79	10 JUN 94	PAYROLL
003793	00763	SHARON SCHULENBERG	527.28	10 JUN 94	PAYROLL
003794	00771	EILEEN SPURGEON	110.82	10 JUN 94	PAYROLL
003795	00791	LYNN M. STALBAUM	86.99	10 JUN 94	PAYROLL
003796	00794	JACK STANDISH	390.70	10 JUN 94	PAYROLL
003797	00764	JILL TACHIRIS	540.17	10 JUN 94	PAYROLL
003798	00783	TANYA JO TANIS	63.61	10 JUN 94	PAYROLL
003799	00786	WEBSTER, RACHAEL D.	142.65	10 JUN 94	PAYROLL
003800	00774	WHITED, AMBER	246.26	10 JUN 94	PAYROLL
003801	00766	DIANE WIERS	483.33	10 JUN 94	PAYROLL
003802	00795	MARGARET M. WOODS	372.36	10 JUN 94	PAYROLL
003803	00792	LEANNE YORK	707.08	10 JUN 94	PAYROLL
003804	00823	BACHMAN, CAROL	395.64	24 JUN 94	PAYROLL
003805	00821	MARLENE BEEDLE	262.87	24 JUN 94	PAYROLL
003806	00828	JULIE A. BEST	136.25	24 JUN 94	PAYROLL
003807	00811	GLENDA BROWN	481.88	24 JUN 94	PAYROLL
003808	00826	JILL M. BYKERK	94.57	24 JUN 94	PAYROLL
003809	00815	RENEE CARR	312.70	24 JUN 94	PAYROLL
003810	00829	CAVANAUGH, KATHLEEN M.	497.11	24 JUN 94	PAYROLL
003811	00814	LYNN DAUGHERTY	1034.69	24 JUN 94	PAYROLL
003812	00820	JULIE EISELE	239.53	24 JUN 94	PAYROLL
003813	00805	CHARLOTTE FAGEN	634.93	24 JUN 94	PAYROLL
003814	00818	PAMELA FERBER	613.61	24 JUN 94	PAYROLL
003815	00819	KIMBERLY GARWOOD	810.47	24 JUN 94	PAYROLL
003816	00830	JENNIFER M. HENDRICKS	122.71	24 JUN 94	PAYROLL

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
003817	00817	ROSE E. HOWARD	512.82	24 JUN 94	PAYROLL
003818	00824	GAIL M. JUNG	528.12	24 JUN 94	PAYROLL
003819	00812	DIANA KOOS	153.87	24 JUN 94	PAYROLL
003820	00808	JOAN KOPANDA	341.47	24 JUN 94	PAYROLL
003821	00834	PAMELA D. KYLE	114.07	24 JUN 94	PAYROLL
003822	00831	SHARON K. LEWIS	81.06	24 JUN 94	PAYROLL
003823	00837	LOEHRER, KAREN L.	291.33	24 JUN 94	PAYROLL
003824	00804	MARY K. MARTIN	867.33	24 JUN 94	PAYROLL
003825	00822	CAROL MITCHELL	364.62	24 JUN 94	PAYROLL
003826	00810	BONNIE POWELL	362.69	24 JUN 94	PAYROLL
003827	00806	SHARON SCHULENBERG	481.70	24 JUN 94	PAYROLL
003828	00813	EILEEN SPURGEON	110.82	24 JUN 94	PAYROLL
003829	00832	LYNN M. STALBAUM	75.64	24 JUN 94	PAYROLL
003830	00835	JACK STANDISH	363.53	24 JUN 94	PAYROLL
003831	00807	JILL TACHTIRIS	453.44	24 JUN 94	PAYROLL
003832	00825	TANYA JO TANIS	40.38	24 JUN 94	PAYROLL
003833	00838	NICOLE E. VIROK	72.71	24 JUN 94	PAYROLL
003834	00827	WEBSTER, RACHAEL D.	99.46	24 JUN 94	PAYROLL
003835	00816	WHITED, AMBER	195.95	24 JUN 94	PAYROLL
003836	00809	DIANE WIERS	441.85	24 JUN 94	PAYROLL
003837	00836	MARGARET M. WOODS	344.38	24 JUN 94	PAYROLL
003838	00833	LEANNE YORK	707.08	24 JUN 94	PAYROLL
012903	00687	ASSOCIATED LIBRARIES, INC.	1822.23	13 JUN 94	BOOKS
012904	00688	AVC CORPORATION	94.00	13 JUN 94	SERVICE AGREEMENT-JULY 1994
012905	00689	BAKER & TAYLOR	270.24	13 JUN 94	CONTINUATIONS-BOOKS
012906	00690	BAKER & TAYLOR	3206.73	13 JUN 94	BOOKS & GIFT FUND BOOKS
012907	00691	BANK ONE, INDIANAPOLIS, NA	125432.50	13 JUN 94	DEMOTTE & RENSSELAER BOND PA
012908	00692	BEN FRANKLIN	11.12	13 JUN 94	PICTURE FRAMES-DEM.
012909	00693	BETH SUTTON CUMMINS	170.00	13 JUN 94	VENTROLIQUIST FOR CHILDREN P
012910	00695	BLACKWELL NORTH AMERICA, INC	5.20	13 JUN 94	INPUT TAPE REELS-AUTOMATION
012911	00697	BORROUGHS CORP.	72.31	13 JUN 94	SPRAY PAINT FOR WHEATFIELD S
012912	00698	CENTRAL STATES SALES CORPORA	23.45	13 JUN 94	FLAG POLE LIGHT BULB
012913	00699	CHARLOTTE FAGEN	18.25	13 JUN 94	MILEAGE
012914	00700	CHILDRENS PRESS	1369.21	13 JUN 94	BOOKS
012915	00701	CITY OF RENSSELAER	2141.92	13 JUN 94	MAY UTILITIES-RENS.
012916	00702	CUSTOM LAWN CARE	240.00	13 JUN 94	LAWN CARE-APRIL-RENSSELAER
012917	00703	DARYL'S PASTRY SHOP	7.20	13 JUN 94	HOSPITALITY-AVC MEETING 6/1/
012918	00704	DEMCO	51.47	13 JUN 94	SIGNAGE-WHEATFIELD LIB.
012919	00705	DEMOTTE CARPET	25.00	13 JUN 94	CARPET REPAIRS
012920	00706	DYKE'S ELECTRIC INC.	115.00	13 JUN 94	DIMMER SWITCH-DEMOTTE
012921	00707	FACTS ON FILE, INC.	600.00	13 JUN 94	SCIENCE ON FILE (3)-RENEW 9/
012922	00708	FASE'S	57.75	13 JUN 94	REDOUT FOR SOFTNER-DEMOTTE
012923	00709	FRANKLIN WATTS	197.13	13 JUN 94	BOOKS
012924	00710	GAIL JUNG	38.68	13 JUN 94	MILEAGE & BUDGET MEETING
012925	00712	GAIL JUNG	21.91	13 JUN 94	DEMOTTE PETTY CASH
012926	00713	GAIL JUNG	42.45	13 JUN 94	PETTY CASH-RENSSELAER LIB.
012927	00714	GAIL JUNG	16.96	13 JUN 94	PETTY CASH-WHEATFIELD
012928	00715	GAYLORD BROS.	49.75	13 JUN 94	SCANNER CABLES FOR DECODER

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation	
012929	00716	GLEND A BROWN	15.95	13 JUN 94	BOOK	
012930	00717	HERITAGE OFFICE PRODUCTS, IN	160.00	13 JUN 94	DRUM FOR 2254 COPIER-DEMOTTE	
012931	00718	HOOK'S DRUGS #162	24.00	13 JUN94	APRIL & MAY SUNDAY PAPERS-DE	
012932	00719	HP PRODUCTS CORP.	181.12	13 JUN 94	PAPER TOWELS, TISSUE, ETC.&	
012933	00720	INDIANA BASKETBALL HALL OF F	20.00	13 JUN94	MAGAZINE RENEWALS TO 7/95-DE	
012934	00721	INFORMATION PLUS	392.85	13 JUN94	BOOKS-1994 EDITION UPDATES	
012935	00722	KANKAKEE VALLEY POST NEWS	51.00	13 JUN94	NEWSPAPER SUBS.-D & WH. THRU	
012936	00723	KAREN JUNG	20.00	13 JUN94	DELIVERED UNUSED RESTROOM AC	
012937	00724	KIMBERLY GARWOOD	32.60	13 JUN94	MILEAGE & PROF. MEETING	
012938	00725	KV LAND IMPROVEMENTS, INC.	225.00	13 JUN94	EXCAVATING-WHEATF. WATER PIP	
012939	00726	LDDS COMMUNICATIONS	769.43	13 JUN94	DATA LINES & LONG DISTANCE C	
012940	00727	LINDENWOOD	55.00	13 JUN94	DEPOSIT-RETREAT CENTER FOR 5	
012941	00728	LYNN DAUGHERTY	140.00	13 JUN94	MILEAGE & NILBA MTG.ON 6/8/9	
012942	00729	MARY K. MARTIN	153.50	13 JUN94	MILEAGE	
012943	00730	MOYER BOOK SALES	169.02	13 JUN94	BOOKS	
012944	00731	NIPSCO	428.24	13 JUN94	UTILITIES-WHEATFIELD	
012945	00733	NORTHWESTERN INDIANA TELEPHO	139.02	13 JUN94	TELEPHONE-DEMOTTE-JUNE	
012946	00734	PAM FERBER	11.00	13 JUN94	MILEAGE	
012947	00735	PAULA RAMOS	375.00	13 JUN94	PROFESSIONAL SPEAKER-SUMMER	
012948	00736	PHILIP HOWARD	45.00	13 JUN94	MOWING & WEEDING-WHEATFIELD	
012949	00737	POST TRIBUNE	145.60	13 JUN94	NEWSPAPER SUBS.TO 6/13/95-WH	
012950	00738	POSTMASTER GENERAL	572.00	13 JUN94	POSTAGE STAMPS: 1800-29 CENT	
012951	00740	QUILL	336.22	13 JUN94	COMP.& TYPE.RIBBONS,MARKERS,	
012952	00741	RENEE CARR	4.00	13 JUN94	MILEAGE	
012953	00742	RENSSELAER REPUBLICAN	59.08	13 JUN94	CLASSIFIED AD & NEWSPAPER SU	
012954	00743	RENSSELAER SEWING CENTER	27.96	13 JUN94	VACUUM BAGS FOR WINDSOR VACU	
012955	00744	SCHNAIBLE SERVICE & SUPPLY C	102.74	13 JUN94	KLEENEX,FURN.POLISH,PAPER TO	
012956	00745	SELECTVIDEO	162.45	13 JUN94	VIDEOS-DEMOTTE	
012957	00746	SECURITY COURIERS, INC.	396.84	13 JUN 94	TRANSPORT SERVICE -4/22,4/29	
012958	00747	SUNSHINE LABEL	12.45	13 JUN94	STICKERS-SUMMER READING PROG	
012959	00748	TEETERS CULLIGAN	9.95	13 JUN 94	WATER COOLER RENTAL-WHEATFIE	
012960	00749	TIME-LIFE EDUCATION	203.40	13 JUN 94	BOOKS	
012961	00750	TOWN OF DEMOTTE, c/o DEMOTTE	18.72	13 JUN 94	APRIL SEWER SERVICE-DEMOTTE	
012962	00751	TYSEN'S COUNTRY GROCERY, INC	13.91	13 JUN 94	TEEN VOLUNTEER APPRECIATION	
012963	00752	WAL-MART STORES, INC.	275.42	13 JUN 94	VIDEOS, TAPE PLAYER/RECORDER	
012964	00754	WALSTRA FINE CUT	127.00	13 JUN 94	LAWN CARE-DEMOTTE	
012965	00755	WILCO/PICK & SAVE FOODS	10.34	13 JUN 94	HOSPITALITY-AVC MEETING 6/1/	
ONSTR.FUND	012966	00756	GAYLORD BROS.	3276.36	13 JUN 94	SUPERCAT, PRINTER, MONITOR,
	012967	00757	HP PRODUCTS CORP.	122.15	13 JUN 94	FIBERGLASS LADDER-DEMOTTE
	012968	00758	JACOBSENS	77.53	13 JUN 94	CHAIRMAT, DOORSTOPS, DISKETT
	012969	00759	MIDWEST VISUAL EQUIPMENT CO.	164.64	13 JUN 94	OVERHEAD PROJECTOR-DEMOTTE B
	012970	00760	STUDIO OF SCRIBAL ARTS	251.00	13 JUN 94	LANDSCAPE ART WORK & IMPRINT
	012971	00796	BANK ONE	4682.36	13 JUN 94	FICA & FED TAXES WITHHELD 13
	012972	00797	INDIANA DEFERRED COMPENSATIO	135.00	13 JUN 94	WITHHELD FROM 13 JUN 94 PAYR
onstr.Fund	012973	00798	CIRCLE "R" MECHANICAL, INC.	442.73	13 JUN 94	INSTALL SHUT-OFF VALVES-DEMO
	012974	00800	UNITED TELEPHONE COMPANY	624.04	13 JUN 94	TELEPHONE SERVICE-JUNE-RENS
	012981	00801	JASPER COUNTY PUBLIC LIBRARY	100000.00	14 JUN 94	PURCHASE OF 91 DAY CD
	012982	00802	JASPER COUNTY PUBLIC LIBRARY	100000.00	14 JUN 94	PURCHASE OF 182 DAY CD

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
012983	00839	BANK ONE	4290.28	24 JUN 94	FICA & FED TAX WITHHELD 24 J
012984	00840	INDIANA DEFERRED COMPENSATIO	135.00	24 JUN 94	WITHHELD FROM 24 JUN 94 PAYR
012985	00841	INDIANA DEPARTMENT OF REVENUE	1469.46	24 JUN 94	STATE & COUNTY TAX WITHHELD
012989	00842	ACORDIA PERSONAL BENEFITS, I	285.85	24 JUN 94	INSURANCE PREMIUM-7/1 TO 10/
012990	00843	NIPSCO	2393.91	24 JUN 94	DEMOTTE UTILITIES-MAY
012991	00844	UNITED TELEPHONE COMPANY	122.86	24 JUN 94	WHEATFIELD TELEPHONE-JUNE
--TOTAL AMOUNT OF CLAIMS--			386697.92		

\$19,043.67 Transferred from Bank One Checking to First of America Bank to satisfy State Depository Laws. Ck #012976
\$21,354.39 Transferred from Bank One Checking to DeMotte State Bank to satisfy State Depository Laws. Ck #012977
\$ 8,368.15 Transferred from Bank One Checking to Indiana Federal Bank to satisfy State Depository Laws. Ck #012978
\$ 7,759.91 Transferred from Bank One Checking to NBD Bank to satisfy State Depository Laws. Ck #012979
\$ 2,105.34 Transferred from Bank One Checking to First Federal Savings to satisfy State Depository Laws. Ck #012980

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ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 4 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 386697.92. Dated 11 JUL 94.

_____	_____
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_____	_____

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

JUNE 1994

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES.....			\$1,309.10	\$8,907.35
DeMotte	\$415.38	\$2,956.52		
Rensselaer	\$565.87	\$4,142.44		
Wheatfield	\$327.85	\$1,808.39		
PHOTOCOPIES.....			\$418.89	\$3,052.43
DeMotte	\$149.35	\$1,199.45		
Rensselaer	\$226.59	\$1,405.09		
Wheatfield	\$42.95	\$447.89		
CARDS.....			\$30.50	\$450.50
DeMotte	\$14.00	\$189.50		
Rensselaer	\$14.50	\$233.50		
Wheatfield	\$2.00	\$27.50		
PLAC FUND.....			\$0.00	\$80.00
GIFT FUNDS.....			\$521.65	\$2,345.22
DeMotte	\$110.00	\$180.00		
Rensselaer	\$411.65	\$1,956.77		
Wheatfield	\$0.00	\$208.45		
INTEREST.....			\$518.87	\$5,664.06
RECIPROCAL BORROWING.....			\$0.00	\$0.00
INVESTMENTS.....			\$200,000.00	\$200,000.00
TAXES.....			\$379,277.47	\$596,456.79
Local Option/Certified Shares	\$0.00	\$158,051.50		
Local Option/Property Tax Repl.	\$0.00	\$13,972.50		
Property Tax	\$341,428.48	\$386,583.80		
Financial Institution Tax	\$1,520.50	\$1,520.50		
License Excise Tax	\$36,328.49	\$36,328.49		
State Distribution	\$0.00	\$0.00		
REFUNDS.....			\$20.00	\$383.52
Baker & Taylor-Postage	\$0.00	\$106.25		
D. Menken-Video Repair	\$0.00	\$4.50		
City of Mesa,Az-ILL Postage	\$0.00	\$1.61		
Demco-Returned old product	\$0.00	\$251.16		
McGraw-Hill (overpayment-199:	\$20.00	\$20.00		
TOTAL RECEIPTS			\$582,096.48	\$817,339.87

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
012992	00845	ACE HARDWARE	54.38	11 JUL 94	BATTERIES, DIAZINON, CLEANING
012993	00846	ANNE-MARIE EGAN	9.00	11 JUL 94	MILEAGE
012994	00847	ASI SIGN SYSTEMS	75.62	11 JUL 94	ALPHA TILES FOR SIGNAGE AT R
012995	00848	ASSOCIATED LIBRARIES, INC.	1489.25	11 JUL 94	BOOKS
012996	00849	BAKER & TAYLOR	95.68	11 JUL 94	CONTINUATIONS-BOOKS
012997	00850	BAKER & TAYLOR	4340.89	11 JUL 94	BOOKS & GIFT FUND BOOK
012998	00851	BETTY A. HUFF (PAS-TIME BOO	112.37	11 JUL 94	BOOKS
012999	00852	BIERMA HARDWARE, INC.	6.29	11 JUL 94	MOP-WHEATFIELD
013000	00853	CUSTOM LAWN CARE	255.00	11 JUL 94	MAY LAWN MOWING-RENS.
013001	00854	DEMCO	18.30	11 JUL 94	CATALOG CARDS-DEM. GENEALOG
013002	00855	DEYOUNG PLUMB, HTG, & AIR CO	185.94	11 JUL 94	WHEATFIELD-WATER LINE LEAK R
013003	00856	DIVISION OF ELEVATOR SAFETY	52.00	11 JUL 94	ELEVATOR INSPECTION-ANNUAL
013004	00857	FAGEN PHARMACY	11.76	11 JUL 94	CHLD'S PROG. & VOLUNTEER RECO
013005	00858	FASE'S	41.25	11 JUL 94	REDOUT
013006	00859	GTI	514.60	11 JUL 94	BARCODE LABELS
013007	00860	GOODWIN FIRE EQUIPMENT	96.85	11 JUL 94	FIRE EXTINGUISHER INSPECTION
013008	00861	H. W. WILSON COMPANY	690.00	11 JUL 94	3 PUBLIC LIBRARY CATALOG-10T
013009	00862	HAMSTRA GROUP, INC.	32.00	11 JUL 94	REPLACED RELAY AT WHEATFIELD
013010	00863	HERITAGE OFFICE PRODUCTS, IN	1793.55	11 JUL 94	3 MITA SERVICE CONTRACTS & C
013011	00865	ILF/CYPD CONFERENCE	180.00	11 JUL 94	ANNUAL MTG.-GALLINA, FAGEN, WI
013012	00866	INCOLSA	120.00	11 JUL 94	DOS WORKSHOP & WINDOWS WORKS
013013	00867	INDIANA STATE LIBRARY	32.00	11 JUL 94	SECOND QUARTER-PLAC CARD PUR
013014	00868	INDIANA DEPT. OF WORKFORCE DE	316.89	11 JUL 94	2ND QTR. UNEMPLOYMENT COMPEN
013015	00869	INGRAM	511.97	11 JUL 94	VIDEOS
013016	00870	KIMBERLY GARWOOD	21.84	11 JUL 94	BOOK & MILEAGE
013017	00871	LYNN DAUGHERTY	145.97	11 JUL 94	TELEPHONE CALLS & MILEAGE
013018	00872	MARGE HOHNER	13.00	11 JUL 94	MILEAGE-JUNE BOARD MEETING
013019	00873	MARY K. MARTIN	69.00	11 JUL 94	MILEAGE
013020	00874	NATIONAL AUTOMOBILE DEALERS	87.00	11 JUL 94	USED CAR GUIDE-DEM. & WH. THR
013021	00875	NATIONAL GEOGRAPHIC SOCIETY	12.90	11 JUL 94	BOOK -- ALASKAS WILDLIFE TRE
013022	00877	NIPSCO	560.26	11 JUL 94	WHEATFIELD-JUNE UTILITIES
013023	00878	NORTHWESTERN INDIANA TELEPHO	119.26	11 JUL 94	DEMOTTE-JULY TELEPHONE
013024	00879	OOMS DISPOSAL SERVICE INC.	90.00	11 JUL 94	JULY-DEC. 1994 TRASH PICK-UP
013025	00880	PAM FERBER	20.50	11 JUL 94	MILEAGE
013026	00881	PHILIP HOWARD	45.00	11 JUL 94	WHEATFIELD LAWN CARE-JUNE
013027	00882	POST TRIBUNE	145.60	11 JUL 94	SUBSCRIPTION THRU 7/95 -DEMO
013028	00883	POSTMASTER GENERAL	294.00	11 JUL 94	900-29 CENT STAMPS & 100-23
013029	00885	PUBLIC EMPLOYEES' RETIREMENT	8103.08	11 JUL 94	2ND QTR. PAYMENT 1994
013030	00886	QUEEN CITY UNIFORMS	13.00	11 JUL 94	EMPLOYEE NAME TAGS
013031	00887	QUILL	223.72	11 JUL 94	LABELS, SURGE PROTECTORS, COMP
013032	00888	RELIABLE EXTERMINATORS, INC.	35.00	11 JUL 94	PEST CONTROL SERVICE-RENS.
013033	00889	SECURITY COURIERS, INC.	462.98	11 JUL 94	TRANSPORT SERVICE THRU 6/17/
013034	00890	SENTIMENTAL PRODUCTIONS	32.95	11 JUL 94	VIDEO
013035	00891	TEACHER RESOURCE LINK	29.24	11 JUL 94	VIDEO RENTAL FOR SUMMER READ
013036	00892	TEETERS CULLIGAN	45.65	11 JUL 94	COOLER RENTAL & WATER-WHEATF
013037	00894	THE TIMES	79.30	11 JUL 94	DEMOTTE PAPER THRU 11/27/94
013038	00895	TIME-LIFE EDUCATION	76.38	11 JUL 94	BOOKS
013039	00896	TOWN OF DEMOTTE, c/o DEMOTTE	18.72	11 JUL 94	SEWER SERVICE THRU 5/94

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
013040	00897	TYSEN'S COUNTRY GROCERY, INC	24.40	11 JUL 94	JANITORIAL SUPPLIES-WH.
013041	00898	USA TODAY	107.00	11 JUL 94	NEWSPAPER SUBSCRIPTION THRU
013042	00899	VARSITY READING SERVICES	352.00	11 JUL 94	PAPERBACK BOOKS
013043	00900	WAL-MART STORES, INC.	52.88	11 JUL 94	VIDEOS, TRASH BAGS, TOWELETES
013044	00901	WILLIAM A. DOWELL	24.00	11 JUL 94	STATE OF INDIANA FLAG-RENS.
013045	00902	GAYLORD BROS.	1348.00	11 JUL 94	AUTOMATION EQUIPMENT & MODEM
013046	00903	GLENDIA BROWN	165.42	11 JUL 94	MILEAGE, REN. MEMORIAL TREE - (\$98.70 only)
013047	00904	HERITAGE OFFICE PRODUCTS, IN	7189.30	11 JUL 94	2 MITA COPIERS AND 2 COPIER
013048	00905	HP PRODUCTS CORP.	248.44	11 JUL 94	ENTRY MAT-DEMOTTE BLDG. PROJ

CONSTR.
FUND

--TOTAL AMOUNT OF CLAIMS-- 31291.38

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 2 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 31291.38. Dated 11 JUL 94.

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Salary Ordinance 1994: Rev. 7/94

Name	Classification	Present Hrly Wage	Annual Salary	Hrs Worked	Library
Bachman, Carol	Specialist 1	\$6.73	\$13,528.80	40	R
Barlow, Kellie	Page	\$4.25	\$255.00	10	R Res. 2/16/94
Beedle, Marlene	Lib. Asst. 1	\$5.99	\$7,475.52	24	D
Best, Julie	Clerk	\$4.50	\$3,014.25	15	R
Brown, Glenda	Specialist 1	\$7.41	\$15,412.80	40	R
Bykerk, Jill	Page	\$4.40	\$1,193.18	10	D Res. 6/30/94
Carr, Renee	Lib. Asst 1	\$6.48	\$10,782.72	32	D
Cavanaugh, Kathleen	Specialist 2	\$8.08	\$17,294.80	40	R
Daugherty, Lynn	Director	\$18.08	\$37,606.40	40	R
Eisele, Julie	Lib. Asst. 1	\$5.50	\$7,587.30	35	R
Fagen, Charlotte	Specialist 2	\$8.47	\$17,617.60	40	D
Ferber, Pam	Librarian	\$12.98	\$21,598.72	32	W
Garwood, Kim	Librarian	\$13.21	\$27,438.44	40	R
Hendricks, Jennifer	Page	\$4.30	\$2,253.00	10	D
Howard, Rose	Janitor	\$7.55	\$15,704.00	40	D,W
Jung, Gail	Admin. Asst	\$8.17	\$17,000.05	40	R
Kooy, Diana	Lib. Asst 2	\$7.29	\$3,032.64	8	D
Kopanda, Joan	Lib. Asst 2	\$7.29	\$12,130.56	32	D
Kyle, Pamela	Page	\$4.25	\$2,222.00	10	R
Lewis, Sharon	Clerk	\$4.75	\$2,526.00	10	R
Loehrer-Ramer, Karen	Lib. Asst. 1	\$5.00	\$5,705.00	35	R
Martin, Mary	Tech Serv Libn	\$14.42	\$29,993.60	40	R
Mitchell, Carol	Lib. Asst. 2	\$6.09	\$11,083.80	35	R
Padgitt, Kathi	Specialist 1	\$7.07	\$5,938.80	40	R Res. 6/3/94
Powell, Bonnie	Lib Asst 1	\$6.97	\$10,873.20	30	R
Reed, Patricia	Lib Asst I	\$5.99	\$3,986.19	35	R Res. 5/24/94
Schulenberg, Sharon	Spec. Serv Libr	\$9.31	\$16,944.20	35	R
Spurgeon, Eileen	Clerk	\$6.00	\$3,120.00	10	R
Stalbaum, Lynn	Page	\$4.30	\$2,250.00	10	W
Standish, Jack	Janitor/Maint.	\$7.00	\$9,764.30	29	R
Tachtiris, Jill	Specialist 1	\$7.75	\$16,120.00	40	D
Tanis, Tanya	Page	\$4.40	\$2,288.00	10	D
Thone, Betty	Clerk	\$6.00	\$0.00	5	D Res. 6/29/94
Virok, Nicole	Page	\$4.25	\$1,212.50	10	R
Webster, Rachael	Clerk	\$5.17	\$3,939.00	15	D
Whited, Amber	Lib. Asst I	\$5.99	\$7,475.52	24	W
Wiers, Diane	Specialist 1	\$7.41	\$15,412.00	40	W
Woods, Peggy	Lib Asst I	\$5.00	\$9,224.00	34	W
York, Leanne	Librarian	\$11.06	\$23,177.00	40	D
	Page	\$4.25	\$1,105.00	10	D

Total

\$415,285.89

Robert Souza
Marge Hobbes
Miriam Lawry
Celine Marie Chan

AUG.

AGENDA

August 8, 1994

Jasper County Public Library Board of Trustees
Monthly Meeting
Rensselaer Library Meeting Room
7:00 PM

Opening of meeting

Purpose

- A. Moment of silence
- B. Approval of agenda and requested changes to consent agenda

Action

Consent Agenda

Action

- A. Approval of Minutes (R2)
- B. Bills/Financial Reports (F)
- C. Salary Ordinance (R3a&b)
- D. Transfer of Newsbank files, equipment to St. Joseph's College (R4a)
- E. Use of Rensselaer storytime room for weekly meeting (R4b)
- F. Adult Education Meeting Room Lease: DeMotte (R5-R6)
- G. Policy Committee recommendations: Art Exhibit & Display Case Policy, Tobacco and Alcohol Policy (R7-R8b)

General Business

- A. 1995 Budget Hearing (R9a)
- B. Board meeting dates: Aug-Sept. (R9b) Action
- C. Board attorney fees (R10a-R11) Action
- D. Policy Recommendations: Bulletin Board Policy (R12-R13b) Action
- E. Rensselaer outside lighting (R14) Action

Director's Report (R15-R16)

Information

Items for future Agendas

Public Forum

Adjournment

Refreshments will be available at 6:45 PM if you'd like to come early and socialize.

Minutes.....July 11, 1994
Monthly Meeting Rensselaer Library
Jasper County Public Library Board of Trustees 7:00 PM

Present: Wilbur Doty, Robert Souza, Miriam Lawyer, Anne-Marie Egan, Marge Hohner, and Mary Linda Casey. Barbara Leestma joined the meeting in progress at 7:30 p.m.

1. Agenda: The Five-Year Plan was added to the agenda under General Business and approved on a motion by Anne-Marie Egan, seconded by Marge Hohner

2. Consent Agenda: The Minutes of June Meeting, Bills/Financial Reports, Policies as recommended by Policy Committee, and 1995 Budget Notice to Taxpayers were approved on a motion by Miriam Lawyer, seconded by Bob Souza.

3. Automation Update: Mary K. Martin recapped the progress Tech.Services has made since November of 1993. She stated 45% of memory storage space has been utilized, and with increases in circulation, registration, Community Resource Module, books, audio visual materials, periodicals, and vertical file additions to the computer, we will need an additional gigabyte of memory soon. Anne-Marie Egan moved to purchase a gigabyte of memory at no more than \$2500 from the Contingency Funds; Bob Souza seconded. Motion passed unanimously.

4. Staff Changes: The Board voted to allow Leanne York, DeMotte Agency Librarian, to fill the position of a ten-hour page at a beginning salary of \$4.25 per hour on a motion by Anne-Marie Egan, seconded by Bob Souza. Marge Hohner was opposed.

5. Salary Ordinance: Bob Souza moved to add a new classification in the Personnel Policy to include a Janitor/Maintenance Person, to place Rensselaer janitor Jack Standish in that position, to make the action retroactive to 7/1/94, and to accept the salary ordinance as proposed. Miriam Lawyer seconded. Motion passed.

6. DeMotte Outside Lighting: On a motion by Miriam Lawyer, seconded by Marge Hohner, the Board authorized the purchase of a pole light to be installed alongside the outdoor stairway at DeMotte as recommended by Circle Design Group and TC&M, Inc. Electrical Contractors. Motion passed.

7. Rensselaer Outside Lighting: A lively discussion concerning the illumination on the outside of the building ensued. The director will ask the city to install street lights along the east side of the building. A motion was made by Bob Souza to spend no more than \$4000 to install lighting to brighten the building entryway after getting a recommendation from a lighting consultant using computerized equipment that measures lumens. Mary Linda Casey seconded. Motion was approved. Lynn Daugherty was instructed to come to the Board for further direction if the cost exceeded \$4000.

8. Director's Job Description: Under No. 2 on the Evaluation of the Director the phrase *and one copy in the Board file* was deleted. The board voted to adopt the Library Director's Job Description as amended on a motion by Miriam Lawyer, seconded by Bob Souza.

9. NILBA Dinner: To be held on August 31 at the Spa Restaurant. Reservations need to be made in order to be included with bills before next meeting.

10. Five-Year Plan: The Board discussed the merits of developing the Library's Mission Statement and long-range goals while in a focussed, weekend retreat setting as opposed to an evening and a day-long session at the library. They concurred that the benefits of working together in a retreat setting justified the added cost and agreed to proceed with plans as approved at the May meeting.

11. Landscape Update: The Board expressed a desire to have brochures made depicting the placement and identification of the memorial trees in lieu of expensive engraved markers at each tree site.

12. Future Agenda: To be added to the August 8, 1994 agenda: 1) Retainer for Library Lawyer. 2) Professional Library Liability Insurance needs. 3) What to do about the unpaid LOM claims?

With no further business to discuss the meeting on a motion by Bob Souza, seconded by Miriam Lawyer, was adjourned at 8:50 p.m.


Margaret Hohner, Secretary


Attest: Wilbur Doty, President

MEMORANDUM

Staff Changes/ Salary Ordinance

Summary: I ask that you approve the automatic salary increases due to the two employees highlighted on the revised ordinance form. Both will receive their increases after satisfactory job performance evaluations have been completed. This salary ordinance also includes a decrease in hours worked per week for Eileen Spurgeon. She wishes to begin working 5 hours per week instead of 10 hours.

Vote: To adopt the revised August 1994 Salary Ordinance as presented.

MEMORANDUM

Newsbank Microfiche and Equipment

Summary: We have chosen to discontinue our subscription to this CD ROM index to newspaper articles and the microfiche on which the articles can be found. It was not used enough to warrant the high cost. St. Joseph College Library has decided to subscribe to the service. They would like our back files of microfiche and the CD ROM hardware on which Newsbank is run. In return, they will research on Newsbank any topics upon which we request information.

Discussion: I have mentioned to you before that we had agreed to give them our microfiche. We have recently discovered that the hardware, which came with the subscription, but which is now ours to keep, is old and not powerful enough to use for any other purpose except Newsbank. Since we would otherwise simply discard it, it makes sense to give it to St. Joe.

Next Step(s). You need to give formal approval for us to give this equipment to St. Joe.

Vote: To donate to the St. Joseph College Library the Newsbank microfiche backfiles and the CD ROM hardware on which the Newsbank index is run in return for the Library's help in researching Newsbank when the needs of our patrons require it.

MEMORANDUM

Overeaters Anonymous Use of Storytime Room: Rensselaer

Summary: Two Rensselaer staff persons would like to start a chapter of Overeaters Anonymous, Inc. at the Rensselaer Library, to meet every Thursday evening from 7:00 PM to 8:00 PM. To avoid tying up the meeting room, they propose to use the Storytime Room which is seldom used for evening programs.

Discussion: Our Children's Specialist sees no problem with this use of her room on Thursday evenings. She has never held a Thursday evening program. Because one or the other staff person would always be in attendance, it would be possible to use this room without endangering the security of the library facility, even if the meeting extended past 8 PM.

Next Step(s). A board vote is needed to allow a weekly meeting to occur.

Vote: To allow Overeaters Anonymous, Inc. to use the Rensselaer Storytime/Craft Room for weekly Thursday evening meetings.

MEMORANDUM

Adult Education Meeting Room Lease: DeMotte

Summary: Our annual lease agreement with the Portage Adult Education in regards to the DeMotte Library/Adult Learning Center needs to be renewed. A copy of the renewal agreement is in your packet. The only changes involve the change of dates and the use of the Storytime Room when needed for new student registration on Thursdays from 2:30 PM to 5:30 PM.

Discussion: This agreement is acceptable to the DeMotte Children's Specialist who does not anticipate using the Storytime Room on Thursday afternoons. It is agreeable to the Portage Adult Education Cooperative.

Next Step(s). You need to approve this lease agreement before the Adult Education program begins later this month.

Vote: To approve the DeMotte Library/Adult Learning Center Annual Lease Agreement as written.

DEMOTTE LIBRARY/ADULT LEARNING CENTER
ANNUAL LEASE AGREEMENT

1. The parties involved in this lease agreement are:

Lessee: Portage Adult Education, 5391 Central Avenue , Portage, IN 46368 and
Lessor: Jasper County Public Library, 208 W. Susan, Rensselaer, IN 47978.

The terms of this lease will commence on August 29, 1994, and will end on June 15, 1995. However, either party has the option to terminate the lease provided that thirty (30) days notice of intent is given. In the event funding for DeMotte Adult Learning Center should be drastically reduced or eliminated, the 30 day notice would be waived.

2. The lessor agrees to provide heat, lights and water within reasonable limitations.

3. The lessee agrees to use the premises in a careful and proper manner and to keep the facilities used by the learning center in a safe and clean condition. Furthermore, the learning center personnel will, at the end of each day's use, return the facilities to the condition in which they found them. Telephone and other equipment or supplies will be removed to the designated storage space at the end of each day's use.

4. Permission granted by the lessor for use of space does not include any facilities other than those named. The designated spaces are the East Meeting Room and Storytime Room of the DeMotte Public Library, and a library storage area designated by the DeMotte Library staff. The West Meeting Room may be used when it is not already reserved by another group. The meeting room may be used only on the days and during the hours stated: Monday and Thursday, 8 AM-2:30 PM and Tuesday evening 5 PM-9 PM. Tuesday evening use may extend later than 9 PM. The Storytime Room may be used for new student registration, Thursday, 2:30 PM-5:30 PM.

The Library's furniture and equipment may not be moved from room to room without permission.

The Library will furnish a mail slot in their workroom for the Adult Learning Center. They will not, however accept packages mailed to the Learning Center at the Library's address. The Library will take no phone messages. Callers will be given the Learning Center's phone number and hours.

MEMORANDUM

Policy Revisions

Displays; Tobacco and Alcohol

Summary: The Policy Committee is recommending the Art Exhibit and Display Case Use Policy remain in its present form with no revisions. The Committee also recommends the addition of a Tobacco and Alcohol Policy.

Discussion: The Tobacco and Alcohol Policy originally was written to include a prohibition on the use of illegal drugs. However, it was pointed out that we should not write policies against *illegal* activities; therefore illegal drugs was removed from the policy.

Vote: To adopt the Tobacco and Alcohol Policy and the Art Exhibit and Display Case Use Policy as presented by the Policy Committee.

TOBACCO AND ALCOHOL POLICY

draft 6/27/94

The use of tobacco products is not permitted in any part of the library buildings.

Use of alcoholic beverages is prohibited on all library property.

ART EXHIBIT AND DISPLAY CASE USE POLICY

The Jasper County Public Library provides limited space for display of original works of art and crafts as well as display of private collections. Such exhibits are encouraged as a cultural expression of local community activity.

The use of the Library facilities for exhibits or displays is not a right but a privilege which is subject to review by an Exhibit Committee. This committee of library staff persons must approve any art work or collection before it can be displayed and will determine the most appropriate location for the exhibit.

Persons wishing to exhibit their work must submit the attached application to the Exhibit Committee.

Collection displays or art exhibits may be shown at the library for 60 day periods of time. The Library reserves the right to change, reschedule or cancel exhibits when necessary.

No prices, sale notices nor advertising other than the artist's name, address and phone number may be affixed to artistic pieces.

The Library is not responsible for loss or damage incurred while the exhibited items are in the library. All items placed in the Library are placed there at the owner's risk.

MEMORANDUM

1995 Budget Hearing

Summary: At the August 8 meeting, we must set aside time at the meeting to hear any persons who wish to speak about our 1995 budget. We do not adopt the budget at this meeting. As we have advertised, we will do that at our August 29 meeting.

Discussion: Several changes in figures have been made on the budget forms since you last saw them. These reflect information received from the County Auditor this week (July 29). However, they do not change the bottom lines: the tax rate or the dollar amount requested. The change was put into the operating balance line, reducing it from \$12,000 to \$9,396.

The estimated assessed valuation given to us by the County Auditor was considerably higher than the one we used in figuring our advertised tax rate (\$298,008,605 instead of my estimate of \$293,500,000). However, since both figures are estimates, we chose not to revise our more conservative estimate.

Next Step(s). You will want to look carefully at my application for an appeal of our tax rate. Is it worded well? Does it say what we want to say? At the August 29 meeting, you will need to vote to adopt the 1995 budget as presented and to approve the Petition to Appeal as presented.

MEMORANDUM

August 29 Board Meeting

Summary: This meeting is being held in lieu of our September 12 meeting because of deadlines on adoption of the budget (before September 10) and because we will be spending Friday evening and Saturday, September 16 and 17, in our goalsetting retreat.

In order to close out the books as close to the end of the month as possible for the "September" meeting, packets will be delivered by hand on Friday, August 26. This is later than usual; however, the packets will contain less material than usual also. You will have no end of the month statistics or end of the month Director's report. These will be mailed to you after the first of the month. There will be few bills to pay. September bills arriving after August 25 will be held for October payment. We *could* incur a late charge or two.

Discussion: The alternative to the above scenario would be to let the August 29 meeting be a special meeting. The only action to be taken would be adoption of the budget. We would then have a regular September meeting on September 12.

Vote: If a change in game plan is wanted, the Board would vote to consider only the adoption of the budget at the August 29 meeting and hold a September board meeting on September 12.

MEMORANDUM

Board Attorney's Fees

Summary: In light of the amount of time they have spent on library issues for the first part of 1994, Dumas & Moriarty (Ed Dumas and Kent Mahnesmith) are proposing an annual retainer fee of \$2400.

Discussion: In checking with 8 other directors of northwest Indiana libraries, I found two who have \$2,000 annual retainer agreements with their attorneys (one library is larger than ours, one smaller). The other 6 libraries pay at hourly rates. We could do this also (\$90 per hour).

The advantage of the retainer arrangement is that I don't have to worry about the fees I am incurring and can call whenever we have a question. And we have only one bill yearly instead of monthly bills. The disadvantage, of course, is that we could overpay if we call less often. This spring we had them work with us on getting a resolution to our heating problem. That may have taken more time than we will be asking of them in the future.

I am very happy with the service this law firm has given us. We get prompt, well-researched answers to our questions. They are extremely knowledgeable concerning laws governing public agencies, partially because of their long term experience as school board attorneys for both school corporations.

Next Step(s). You need to decide which route to go.

Vote: For the year 1994, we will pay Dumas and Moriarty \$_____ per ____ for their legal consulting services.

R106

LAW OFFICES

DUMAS & MORIARTY

119 WEST HARRISON STREET
RENSSELAER, INDIANA
47978

THOMAS B. DUMAS
OF COUNSEL
WILLIAM J. MORIARTY, JR.
(1939-1993)

TELEPHONE
866-4158
FAX
866-2274
AREA CODE 219

EDWARD P. DUMAS
—
ASSOCIATE
KENT E. MAHNESMITH

July 29, 1994

Lynn Daugherty
Jasper County Public Library
208 W. Susan St.
Rensselaer, Indiana 47978

Dear Lynn:

I have reviewed the insurance information you dropped off at our office. Your present policy protects the library for any bodily injury on library property. However, other actions such as libel, slander, or violation of civil rights would not be covered under your present policy.

You also gave me some information on liability insurance through the American Library Association. After a review of this information, I have a concern about the stability of the insurance carrier. I believe you should check with other libraries and also with the state library association to get their opinion as to whether they feel additional insurance is needed.

If they advise you to get additional insurance, you should request information from them as to what carrier they would suggest. I do not want to see the library get stuck with an insurance carrier that is a fly-by-night operation.

On another matter, I received your fax regarding the library's behavior policy. I have no changes to make in your proposed policy, except in the second paragraph, you may want to state "Persons failing to follow the library's rules of behavior will be asked to leave." Also, in the bottom sentence, you may want to change "may" to "will" and insert "possible" in front of "criminal prosecution".

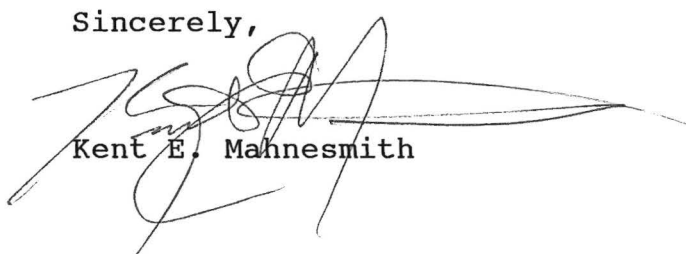
Finally, with regard to the retainer fee for Dumas & Moriarty, you inquired as to what our fee would be if we were to be paid hourly. Our hourly rate would be \$90 per hour. If it would help, I have kept a log of our telephone conferences and correspondence, and would be glad to run off a copy of our time from January 1 to the present. This would enable to board to see what method would be most advantageous. Again, we would like the board to be aware that the retainer fee would not include all legal work. Pursuant to my letter of July 5, 1994, the retainer would cover only reviewing library policies, telephone conferences on legal issues, and basic legal consultation. Other services, such as filing a

R11a

claim, attending court hearings, or other specific matters requiring the opening of a file, would be billed at our normal hourly rate.

If you have any questions or need further information, please give me a call.

Sincerely,



Kent E. Mannesmith

KEM:ks
Enc.

MEMORANDUM

Policy Revisions

Bulletin Board Policy

Summary: The Policy Committee felt that the full Board should consider whether individuals should be able to post notices of items for sale on the bulletin boards, which are located in the front lobby at each library. The policy has been written in two forms, one allowing such notices, one disallowing them.

Discussion: Some of our staff feel that the bulletin boards serve an important function as a communication center for each community. They agree that commercial advertisements should not be allowed, but that individuals wishing, for instance, to obtain babysitting jobs or sell a puppy, should have this free avenue of advertising. The Policy Committee, seeing both viewpoints, did not wish to make a specific recommendation.

Vote: To adopt the Bulletin Board Policy, draft 7/28/94 or draft 6/27/94, as presented by the Policy Committee.

BULLETIN BOARD POLICY

Draft 6/27/94

JCPL bulletin boards serve as a medium of communication between the Library and the public and serve to promote the Library.

While first considerations are given to needs of the Library, notices of nonprofit civic, cultural, or educational events may be accepted for display as space permits. However, the Library reserves the right to determine what shall be exhibited. Political or commercial advertisements or notices of recruitment to a particular group or club shall not be accepted for display.

All notices and displays are posted at the risk of the person or group, and the Library bears no responsibility for the content, for damage to notices or for their unauthorized removal from the display areas.

Containers for contributions may not be placed in the Library.

Questions concerning the posting of any specific notice, poster or other material should be referred to the Agency Librarian who may consult with the Director when necessary.

BULLETIN BOARD POLICY

Draft 7/28/94

JCPL bulletin boards serve as a medium of communication between the Library and the public and serve to promote the Library.

While first considerations are given to needs of the Library, notices of nonprofit civic, cultural, or educational events may be accepted for display as space permits.

Individual persons may advertise items or services for sale as space permits. These notices must be no larger than 3" by 5" in size and will be allowed to remain posted for only one week. Political or commercial advertisements or notices of recruitment to a particular group or club shall not be accepted for display.

However, the Library reserves the right to determine what shall be exhibited.

All notices and displays are posted at the risk of the person or group, and the Library bears no responsibility for the content, for damage to notices or for their unauthorized removal from the display areas.

Containers for contributions may not be placed in the Library.

Questions concerning the posting of any specific notice, poster or other material should be referred to the Agency Librarian who may consult with the Director when necessary.

MEMORANDUM

Rensselaer Outside Lighting

Summary: T C & M, Inc. arranged for lighting engineers from their supplier (All-Phase of Valparaiso) to assess Circle Design's lighting recommendation to brighten the entry area at Rensselaer. Dave Maly came, secured the information he needed and took it back for computer analysis. He did not come at night, saying this was not necessary with computer analysis. He hopes to have information to me in time for me to apprise you of the results at board meeting.

In the meantime, Kim Garwood is also exploring the possibility of having the city of Rensselaer install a streetlight at some location just north of our building along the street. Not only has the *board* noted that the wooded area north of the building is very dark at night, but several patrons have refused to let their children go to the library in the evening because they must walk along this unlighted area of the sidewalk.

Next Step(s). If I receive a favorable report from All-Phase, I will have them find a less expensive fixture comparable in looks and in light produced, and ask TC & M to proceed with installation. If I receive an unfavorable report, I will investigate other options.

Vote: No vote necessary.

WHEATFIELD COLLECTION

MONTH
END

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ADULT BOOKS

6425	6322	6463	6360
5817	4469	5853	4496

CHILDREN'S BKS

4767	4664	4795	4692
3130	2954	3144	2968

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0 0 MAGAZINES, CH

388 176 388 176

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1	1	1	1
113	58	113	58

SOUND REC,ADULT
SOUND REC., CH
CD ROM SOFTWARE
SOFTWARE

$$\begin{array}{r} 523 \\ 470 \\ \hline 993 \end{array}$$

VERTICAL FILE
VHS
EQUIPMENT

28661	26798	28931	27062	42370	38717	42697	39024	21973	19997	22120	20135	TOTAL
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XX

CIRCULATION BY ITEM FINE CODE

July 1994

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	28	33	6	67
100 (1)	38	48	17	103
200 (2)	36	43	11	90
300 (3)	186	156	54	396
400 (4)	14	5	0	19
500 (5)	67	47	29	143
600 (6)	464	458	189	1111
700 (7)	232	230	71	533
800 (8)	48	70	14	132
900 (9)	137	152	30	319
B (10)	87	74	19	180
j000 (11)	11	6	8	25
j100 (12)	8	27	0	35
j200 (13)	4	15	2	21
j300 (14)	52	48	23	123
j400 (15)	14	1	0	15
j500 (16)	231	154	62	447
j600 (17)	99	82	46	227
j700 (18)	173	260	53	486
j800 (19)	31	10	11	52
j900 (20)	24	26	11	61
jB (21)	44	4	9	57
FIC (22)	1405	1735	449	3589
yaFIC (23)	122	184	62	368
LARGE PRINT (24)	53	83	27	163
jFIC (25)	598	488	166	1252
jE (26)	1332	1240	483	3055
jER (27)	621	192	76	889
Magazines (28)	877	346	318	1541
Games/Toys (29)	1	28	0	29
Filmstrips (30)	0	0	0	0
Microforms (31)	0	0	0	0
Cassettes (32)	128	127	15	270
jCassettes (33)	77	81	22	180
Compact Discs (34)	133	261	255	649
jCompact Discs (35)	2	1	3	6
Sound Recordings (36)	10	15	4	29
jSound Recordings (37)	0	14	3	17
Software (38)	0	0	0	0
Vertical File (39)	54	32	7	93
Equipment (40)	0	5	0	5
yapFIC (41)	475	205	264	944
jpFIC (42)	465	204	47	716
Reference (43)	30	43	12	85
Genealogy (44)	0	0	0	0
jMagazines (45)	109	6	11	126
VHS (46)	573	834	543	1950
Free reads	320	646	235	1201
Puzzles			2	2
Talking books				0
TOTAL	9413	8719	3669	21801

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
July 1994

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
REGISTRATIONS				
Borrowers--Beginning of month:	4497	4756	1808	11061
Added this month	150	126	30	306
Withdrew this month	68	62	4	134
Total registered	4579	4820	1834	11233
Non-resident, paying	31	33		64
PLAC card users	3	2		5
Reciprocal borrowers	98	57	5	160
XX				
INTRALIBRARY LOANS FILLED	148	122	72	342
LOCAL HISTORY				
In person	5	32	1	38
Letters			1	1
IN-HOUSE USE - HARDWARE/SOFTWARE				
Computer agreements	14	81	56	151
Software used	14	93	72	179
VCR Use				0
Microforms		41		41
Other	17	6		23
XX				
INTERLIBRARY LOANS				
Requests made for:	72	49	19	140
Items rec'd for:	30	43	11	84
Items outstanding:	42	6	8	56
Items from Indiana libraries	24	32	9	65
Items requested by other libraries				0
Items supplied to other libraries				0
Info requests answr'd for other libraries				0
Info sent to other libraries				0

CIRCULATION BY PATRON CODE
July 1994

	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
PATRONS	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total
Adult Male (0)	786	8.7%	869	10.9%	419	12.3%	2074	10.2%
Adult Female (1)	4160	46.2%	4274	53.5%	1914	56.1%	10348	50.7%
Juvenile 0-11 (2)	2566	28.5%	1353	16.9%	609	17.8%	4528	22.2%
YA 12-17 (3)	674	7.5%	444	5.6%	280	8.2%	1398	6.8%
Nonresident No Fee (4)	136	1.5%	188	2.4%	1	0.0%	325	1.6%
Board/Staff (5)	282	3.1%	448	5.6%	180	5.3%	910	4.5%
School (6)	0	0.0%	63	0.8%	0	0.0%	63	0.3%
St. Joseph College (7)	0	0.0%	20	0.3%	0	0.0%	20	0.1%
State Library Card (8)	0	0.0%	1	0.0%	0	0.0%	1	0.0%
Nonresident Fee (9)	137	1.5%	160	2.0%	4	0.1%	301	1.5%
Corporate (10)	0	0.0%	5	0.1%	0	0.0%	5	0.0%
Reciprocal (11)	271	3.0%	170	2.1%	7	0.2%	448	2.2%
Total	9012		7995		3414		20421	
Total items borrowed by nonresidents	544	6.0%	602	7.5%	12	0.4%	1158	5.7%

JASPER COUNTY PUBLIC LIBRARY PROGRAMS
July 1994

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Children's Programs (0-13)	12	8	2	22
Number attending	337	209	43	589
YA Programs (14-17)		4		4
Number attending		18		18
Adult Programs		1		1
Number attending		69		69
Senior Citizen Programs				0
Number attending		15		15
TOTAL NO. OF PROGRAMS	12	13	2	27
TOTAL PERSONS ATTENDING	337	311	43	691

1994 Operating Budget

In an attempt to spend only 87% of our budget, our goal is to spend no more than \$65,410 per month. Figures below show what is actually spent each month and how close we are to meeting that goal.

		Total Spent	Planned	
	Spent	1994	Spending 1994	Over-Under Budget
January	\$54,039.39	\$54,039.39	\$65,410.00	(\$11,370.61)
February	\$60,971.21	\$115,010.60	\$130,820.00	(\$15,809.40)
March	\$67,216.53	\$182,227.13	\$196,230.00	(\$14,002.87)
April	\$71,938.54	\$254,165.67	\$261,640.00	(\$7,474.33)
May	\$57,599.20	\$311,764.87	\$327,050.00	(\$15,285.13)
June	\$57,269.28	\$369,034.15	\$392,460.00	(\$23,425.85)
July	\$58,326.85	\$427,361.00	\$457,870.00	(\$30,509.00)

Appeal Petition

Draft 1

We hereby petition and appeal to the State Board of Tax Commissioners for relief from levy limitations pursuant to I.C. 6-1.1-18.5-12.

Our purpose, detailed in I.C. 20-14-1-3, requires us to provide free library services for all individuals in order to meet the educational, informational and recreational interests and needs of the public.

Because of increased expenses resulting from new buildings and automation of our libraries, we cannot sustain the present level of service within current levy limitations.

Our bond issue, enthusiastically supported by our taxpayers in 1991 (with no remonstrances), promised adequate, accessible facilities, increased services and automation of our library system. We delivered what we promised. We offered 12 1/2 additional hours of service. We added staff to meet additional demand for service. Circulation in our three libraries has increased 16% since moving into our new buildings.

We increased our square footage by 23,500 square feet. This has contributed to a 277% increase in utility and insurance costs. Maintenance and service contract costs have increased \$42,652. Staff costs are approximately 22% higher than before the move.

In 1994, we have let some staff positions remain unfilled when employees resigned. We have cut our book budget \$25,000 (22%) in an attempt to maintain our cash flow.

The Jasper County Public Library Board believes that operating within our present levy limit will necessitate additional staff reductions, decreased materials budgets and fewer library hours. In making these changes, we are no longer delivering the service our taxpayers expected when petitioning for the bond issue, the service mandated by state statute.

Director, Jasper County Public Library

FINANCIAL REPORT BY FUND
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 29 Jul 94

FUND #	DESCRIPTION	BEGINNING BALANCE	RECEIPTS THIS MONTH	RECEIPTS YEAR-TO-DATE	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	BALANCE
100	OPERATING FUND	241333.56	6869.32	417632.09	58326.85	427361.00	189876.03
101	PUBLIC LIBRARY ACCESS CARD	32.00	.00	80.00	32.00	113.54	.00
	GIFT FUNDS						
110.01	DEMOTTE GIFT FUND	2576.79	35.00	215.00	5.79	314.70	2606.00
110.02	RENSSELAER GIFT FUND	1420.95	386.65	2343.42	22.46	2122.98	1785.14
110.03	WHEATFIELD GIFT FUND	664.28	.00	208.45	.00	212.08	664.28
	BOND AND INTEREST						
120.02	WHEATFIELD BOND AND INTEREST	.00	.00	.00	.00	.00	.00
120.03	RENS & DEM BOND AND INTEREST	6512.45	.00	201943.63	.00	325432.50	6512.45
130	LIRF FUND	17645.73	.00	.00	.00	.00	17645.73
	INVESTMENTS						
140.01	OPERATING FUND INVESTMENTS	.00	.00	.00	.00	.00	.00
140.02	LIRF INVESTMENTS	.00	.00	.00	.00	.00	.00
140.03	DEMOTTE BOND AND INTEREST	200000.00	.00	200000.00	.00	.00	200000.00
140.04	WHEATFIELD BOND AND INTEREST	.00	.00	.00	.00	.00	.00
	PETTY CASH						
150.01	DEMOTTE PETTY CASH	30.00	.00	.00	.00	.00	30.00
150.02	RENSSELAER PETTY CASH	60.00	.00	.00	.00	.00	60.00
150.03	WHEATFIELD PETTY CASH	30.00	.00	.00	.00	.00	30.00
160	RECIPROCAL BORROWING FUND	.00	.00	.00	.00	.00	.00
170	LEVY EXCESS FUND	.00	.00	.00	.00	.00	.00
180	CONSTRUCTION FUND	63770.40	.00	2208.25	8884.44	20381.54	54885.96
190	CASH CHANGE FUND	80.00	.00	.00	.00	.00	80.00
	WITHHOLDING ACCOUNTS						
200.01	FIT TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.02	FICA TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.03	GIT TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.04	CO TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.05	IND.DEFERRED COMPENSATION	.00	.00	.00	.00	.00	.00
200.06	BONDS PURCHASED	.00	.00	.00	.00	.00	.00
200.07	HEALTH INSURANCE	487.21	.00	.00	-280.84	-413.12	768.05
200.08	P.E.R.F.	2701.07	.00	.00	1821.27	1618.04	879.80
200.09	GARNISHMENTS	.00	.00	.00	.00	.00	.00
-TOTAL ALL FUNDS-		537344.44	7290.97	824630.84	68811.97	777143.26	475823.44

{-----BANK BALANCES-----}
 DATE {29 Jul 94}

A1 {BANK ONE CHECKING	}	B1 {	53274.13}
A2 {CONSTRUCTION FUND SAVINGS ACCT}	}	B2 {	55924.80}
A3 {CERTIFICATE OF DEPOSIT #2005	}	B3 {	100000.00}
A4 {FIRST OF AMERICA	}	B4 {	54459.97}
A5 {DEMOTTE STATE BANK	}	B5 {	63995.12}
A6 {INDIANA FEDERAL	}	B6 {	22176.54}
A7 {NBD BANK	}	B7 {	20404.42}
A8 {FIRST FEDERAL SAVINGS BANK	}	B8 {	5588.46}
A9 {CERTIFICATE OF DEPOSIT #1999	}	B9 {	100000.00}

TOTAL		B10{	475823.44}

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

29 Jul 94

OPERATING FUND ACNT # DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	% SPENT
1.11 SALARY OF LIBRARIAN	37606.00	.00	37606.00	3133.86	21898.59	15707.41	58%
1.12 SALARY OF ASSISTANTS	374642.00	.00	374642.00	29996.92	208406.51	166235.49	56%
1.13 WAGES OF JANITORS	17056.00	.00	17056.00	1308.04	9120.47	7935.53	53%
1.21 EMPLOYER'S SHARE-FICA	32893.00	.00	32893.00	2634.60	18316.31	14576.69	56%
1.22 UNEMPLOYMENT COMPENSATION	1224.00	.00	1224.00	316.89	813.33	410.67	66%
1.23 EMPLOYER'S CONTRIBUTION - PERF	22277.00	.00	22277.00	5402.01	15920.46	6356.54	71%
1.24 EMPLOYER'S CONTRIBUTION - INS.	12000.00	.00	12000.00	.00	770.00	11230.00	6%
1.31 OTHER PERSONAL SERVICES	1500.00	.00	1500.00	.00	253.88	1246.12	17%
2.11 OFFICIAL RECORDS	800.00	.00	800.00	.00	41.68	758.32	5%
2.12 STATIONERY AND PRINTING	500.00	.00	500.00	.00	.00	500.00	0%
2.13 OTHER OFFICE SUPPLIES	4500.00	.00	4500.00	155.32	2082.99	2417.01	46%
2.21 CLEANING & SANITATION SUPPLIES	5500.00	.00	5500.00	85.95	1340.39	4159.61	24%
2.22 FUEL, OIL & LUBRICANTS	20.00	.00	20.00	.00	5.80	14.20	29%
2.23 OTHER OPERATING SUPPLIES	1000.00	.00	1000.00	2.69	1054.79	-54.79	105%
2.31 BUILDING MATERIALS & SUPPLIES	600.00	.00	600.00	45.84	322.85	277.15	54%
2.32 PAINT AND PAINTING SUPPLIES	200.00	.00	200.00	.00	.00	200.00	0%
2.33 REPAIR PARTS	250.00	.00	250.00	.00	45.96	204.04	18%
2.41 LIBRARY SUPPLIES	4500.00	.00	4500.00	124.89	1066.55	3433.45	24%
2.42 AUTOMATION SUPPLIES	5000.00	.00	5000.00	610.52	1891.47	3108.53	38%
3.11 CONSULTING SERVICES	.00	.00	.00	.00	.00	.00	0%
3.12 ENGINEERING & ARCH. SERVICES	500.00	.00	500.00	.00	.00	500.00	0%
3.13 LEGAL SERVICES	1500.00	.00	1500.00	.00	.00	1500.00	0%
3.14 OTHER PROFESSIONAL SERVICES	1000.00	.00	1000.00	.00	.00	1000.00	0%
3.21 TELEPHONE	23500.00	.00	23500.00	1682.29	11626.71	11873.29	49%
3.22 POSTAGE	5000.00	.00	5000.00	294.00	2742.64	2257.36	55%
3.23 TRAVELING EXPENSE	3500.00	.00	3500.00	287.25	1881.75	1618.25	54%
3.24 PROFESSIONAL MEETINGS	3500.00	.00	3500.00	325.00	2987.32	512.68	85%
3.25 FREIGHT	50.00	.00	50.00	.00	.00	50.00	0%
3.31 ADVERTISING & PUBLIC NOTICES	800.00	.00	800.00	145.60	196.83	603.17	25%
3.32 OTHER PRINTING	600.00	.00	600.00	.00	148.47	451.53	25%
3.41 OFFICIAL BONDS	500.00	.00	500.00	.00	50.00	450.00	10%
3.42 OTHER INSURANCE	13400.00	.00	13400.00	.00	11146.20	2253.80	83%
3.51 GAS	32000.00	.00	32000.00	6.10	13313.84	18686.16	42%
3.52 ELECTRICITY	55000.00	.00	55000.00	554.16	22777.88	32222.12	41%
3.53 WATER	1500.00	.00	1500.00	35.70	654.63	845.37	44%
3.54 WASTE DISPOSAL SERVICES	2800.00	.00	2800.00	108.72	1406.41	1393.59	50%
3.61 BUILDING & STRUCTURES	9000.00	.00	9000.00	604.94	7200.98	1799.02	80%
3.62 EQUIPMENT	2500.00	.00	2500.00	96.85	999.09	1500.91	40%
3.71 REAL ESTATE	.00	.00	.00	.00	.00	.00	0%
3.72 EQUIPMENT	250.00	.00	250.00	39.19	173.89	76.11	70%
3.8 DEBT SERVICE	.00	.00	.00	.00	.00	.00	0%
3.91 DUES	2200.00	.00	2200.00	.00	70.00	2130.00	3%
3.92 INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.00	.00	0%
3.93 TAXES & ASSESSMENTS	.00	.00	.00	.00	.00	.00	0%
3.94 TRANSFER TO LIRF	7000.00	.00	7000.00	.00	.00	7000.00	0%
3.95 SERVICE CONTRACTS	16670.00	.00	16670.00	2243.26	5558.56	11111.44	33%
3.96 PETTY CASH	120.00	.00	120.00	.00	.00	120.00	0%
3.97 INTERVIEWING & MOVING EXP.	250.00	.00	250.00	.00	.00	250.00	0%
3.98 MAINTENANCE CONTRACTS	30000.00	.00	30000.00	.00	3196.00	26804.00	11%
4.1 LAND	.00	.00	.00	.00	.00	.00	0%
4.2 BUILDINGS	.00	.00	.00	.00	.00	.00	0%
4.3 IMPROVEMENTS OTHER THAN BUILD.	.00	275.00	275.00	.00	72.31	202.69	26%
4.4 FURNITURE & EQUIPMENT	5000.00	3827.90	8827.90	24.00	3928.34	4899.56	44%
4.51 BOOKS	115000.00	.00	115000.00	7155.85	39327.63	75672.37	34%
4.52 PERIODICALS & NEWSPAPERS	35000.00	.00	35000.00	273.30	12756.71	22243.29	36%
4.53 NONPRINTED MATERIALS	12000.00	.00	12000.00	633.11	1792.78	10207.22	15%
-TOTAL-	902208.00	4102.90	906310.90	58326.85	427361.00	478949.90	47%

APPROPRIATION REPORT
 ----- JASPER COUNTY PUBLIC LIBRARY -----

29 Jul 94

CONSTRUCTION FUND ACNT # DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE
3.12 ENGINEERING & ARCH. SERVICES	7560.00	.00	7560.00	.00	.00	7560.00
4.2 BUILDINGS	.00	.00	.00	.00	686.83	-686.83
4.3 IMPROVEMENTS OTHER THAN BUILD.	52021.00	-13273.75	38747.25	1348.00	4731.29	34015.96
4.4 FURNITURE & EQUIPMENT	13630.25	15330.00	28960.25	7536.44	14963.42	13996.83
-TOTAL-	73211.25	2056.25	75267.50	8884.44	20381.54	54885.96

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

29 Jul 94

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
003839	00925	BACHMAN, CAROL	399.81	08 JUL 94	PAYROLL
003840	00923	MARLENE BEEDLE	275.44	08 JUL 94	PAYROLL
003841	00930	JULIE A. BEST	136.25	08 JUL 94	PAYROLL
003842	00913	GLENDA BROWN	440.41	08 JUL 94	PAYROLL
003843	00928	JILL M. BYKERK	79.08	08 JUL 94	PAYROLL
003844	00917	RENEE CARR	348.95	08 JUL 94	PAYROLL
003845	00931	CAVANAUGH, KATHLEEN M.	520.51	08 JUL 94	PAYROLL
003846	00916	LYNN DAUGHERTY	1034.69	08 JUL 94	PAYROLL
003847	00922	JULIE EISELE	239.98	08 JUL 94	PAYROLL
003848	00907	CHARLOTTE FAGEN	587.53	08 JUL 94	PAYROLL
003849	00920	PAMELA FERBER	613.61	08 JUL 94	PAYROLL
003850	00921	KIMBERLY GARWOOD	810.47	08 JUL 94	PAYROLL
003851	00932	JENNIFER M. HENDRICKS	77.32	08 JUL 94	PAYROLL
003852	00919	ROSE E. HOWARD	496.28	08 JUL 94	PAYROLL
003853	00926	GAIL M. JUNG	536.45	08 JUL 94	PAYROLL
003854	00914	DIANA KOBY	44.88	08 JUL 94	PAYROLL
003855	00910	JOAN KOPANDA	382.27	08 JUL 94	PAYROLL
003856	00936	PAMELA D. KYLE	48.59	08 JUL 94	PAYROLL
003857	00933	SHARON K. LEWIS	93.59	08 JUL 94	PAYROLL
003858	00939	LOEHRER, KAREN L.	340.30	08 JUL 94	PAYROLL
003859	00906	MARY K. MARTIN	867.33	08 JUL 94	PAYROLL
003860	00924	CAROL MITCHELL	364.62	08 JUL 94	PAYROLL
003861	00912	BONNIE POWELL	362.69	08 JUL 94	PAYROLL
003862	00908	SHARON SCHULENBERG	481.70	08 JUL 94	PAYROLL
003863	00915	EILEEN SPURGEON	110.82	08 JUL 94	PAYROLL
003864	00934	LYNN M. STALBAUM	75.64	08 JUL 94	PAYROLL
003865	00937	JACK STANDISH	363.53	08 JUL 94	PAYROLL
003866	00909	JILL TACHIRIS	540.17	08 JUL 94	PAYROLL
003867	00927	TANYA JO TANIS	94.57	08 JUL 94	PAYROLL
003868	00940	NICOLE E. VIROK	117.57	08 JUL 94	PAYROLL
003869	00929	WEBSTER, RACHAEL D.	119.92	08 JUL 94	PAYROLL
003870	00918	WHITED, AMBER	221.12	08 JUL 94	PAYROLL
003871	00911	DIANE WIERS	446.01	08 JUL 94	PAYROLL
003872	00938	MARGARET M. WOODS	316.40	08 JUL 94	PAYROLL
003873	00935	LEANNE YORK	707.08	08 JUL 94	PAYROLL
003874	00962	BACHMAN, CAROL	399.81	25 JUL 94	PAYROLL
003876	00960	MARLENE BEEDLE	241.89	25 JUL 94	PAYROLL
003877	00967	JULIE A. BEST	140.21	25 JUL 94	PAYROLL
003879	00950	GLENDA BROWN	523.36	25 JUL 94	PAYROLL
003880	00965	JILL M. BYKERK	24.38	25 JUL 94	PAYROLL
003881	00954	RENEE CARR	348.95	25 JUL 94	PAYROLL
003882	00953	LYNN DAUGHERTY	1034.69	25 JUL 94	PAYROLL
003883	00959	JULIE EISELE	296.14	25 JUL 94	PAYROLL
003884	00944	CHARLOTTE FAGEN	587.53	25 JUL 94	PAYROLL
003885	00957	PAMELA FERBER	613.61	25 JUL 94	PAYROLL
003886	00968	GALLINA, KATHLEEN M.	542.26	25 JUL 94	PAYROLL
003887	00958	KIMBERLY GARWOOD	810.47	25 JUL 94	PAYROLL
003888	00969	JENNIFER M. HENDRICKS	73.55	25 JUL 94	PAYROLL

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

29 Jul 94

PAGE 2

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
003889	00956	ROSE E. HOWARD	511.44	25 JUL 94	PAYROLL
003890	00963	GAIL M. JUNG	536.45	25 JUL 94	PAYROLL
003891	00951	DIANA KOOS	102.58	25 JUL 94	PAYROLL
003892	00947	JOAN KOPANDA	423.06	25 JUL 94	PAYROLL
003893	00973	PAMELA D. KYLE	74.76	25 JUL 94	PAYROLL
003894	00970	SHARON K. LEWIS	68.53	25 JUL 94	PAYROLL
003895	00976	LOEHRER, KAREN L.	315.82	25 JUL 94	PAYROLL
003896	00943	MARY K. MARTIN	867.33	25 JUL 94	PAYROLL
003897	00961	CAROL MITCHELL	364.62	25 JUL 94	PAYROLL
003898	00949	BONNIE POWELL	362.69	25 JUL 94	PAYROLL
003899	00945	SHARON SCHULENBERG	481.70	25 JUL 94	PAYROLL
003900	00952	EILEEN SPURGEON	110.82	25 JUL 94	PAYROLL
003901	00971	LYNN M. STALBAUM	75.64	25 JUL 94	PAYROLL
003902	00974	JACK STANDISH	389.97	25 JUL 94	PAYROLL
003903	00946	JILL TACHTIRIS	496.81	25 JUL 94	PAYROLL
003904	00964	TANYA JO TANIS	79.08	25 JUL 94	PAYROLL
003905	00977	NICOLE E. VIROK	46.54	25 JUL 94	PAYROLL
003906	00966	WEBSTER, RACHAEL D.	160.85	25 JUL 94	PAYROLL
003907	00955	WHITED, AMBER	187.58	25 JUL 94	PAYROLL
003908	00948	DIANE WIERS	446.01	25 JUL 94	PAYROLL
003909	00975	MARGARET M. WOODS	323.39	25 JUL 94	PAYROLL
003910	00972	LEANNE YORK	707.08	25 JUL 94	PAYROLL
012992	00845	ACE HARDWARE	54.38	11 JUL 94	BATTERIES, DIAZINON, CLEANING
012993	00846	ANNE-MARIE EGAN	9.00	11 JUL 94	MILEAGE
012994	00847	ASI SIGN SYSTEMS	75.62	11 JUL 94	ALPHA TILES FOR SIGNAGE AT R
012995	00848	ASSOCIATED LIBRARIES, INC.	1489.25	11 JUL 94	BOOKS
012996	00849	BAKER & TAYLOR	95.68	11 JUL 94	CONTINUATIONS-BOOKS
012997	00850	BAKER & TAYLOR	4340.89	11 JUL 94	BOOKS & GIFT FUND BOOK
012998	00851	BETTY A. HUFF (PAS-TIME BOO	112.37	11 JUL 94	BOOKS
012999	00852	BIERMA HARDWARE, INC.	6.29	11 JUL 94	MOP-WHEATFIELD
013000	00853	CUSTOM LAWN CARE	255.00	11 JUL 94	MAY LAWN MOWING-RENS.
013001	00854	DEMCO	18.30	11 JUL 94	CATALOG CARDS-DEM. GENEALOG
013002	00855	DEYOUNG PLUMB, HTG, & AIR CO	185.94	11 JUL 94	WHEATFIELD-WATER LINE LEAK R
013003	00856	DIVISION OF ELEVATOR SAFETY	52.00	11 JUL 94	ELEVATOR INSPECTION-ANNUAL
013004	00857	FAGEN PHARMACY	11.76	11 JUL 94	CHLD'S PROG. & VOLUNTEER RECO
013005	00858	FASE'S	41.25	11 JUL 94	REDOUT
013006	00859	GTI	514.60	11 JUL 94	BARCODE LABELS
013007	00860	GOODWIN FIRE EQUIPMENT	96.85	11 JUL 94	FIRE EXTINGUISHER INSPECTION
013008	00861	H. W. WILSON COMPANY	690.00	11 JUL 94	3 PUBLIC LIBRARY CATALOG-10T
013009	00862	HAMSTRA GROUP, INC.	32.00	11 JUL 94	REPLACED RELAY AT WHEATFIELD
013010	00863	HERITAGE OFFICE PRODUCTS, IN	1793.55	11 JUL 94	3 MITA SERVICE CONTRACTS & C
013011	00865	ILF/CYPD CONFERENCE	180.00	11 JUL 94	ANNUAL MTG.-GALLINA, FAGEN, WI
013012	00866	INCOLSA	120.00	11 JUL 94	DOS WORKSHOP & WINDOWS WORKS
013013	00867	INDIANA STATE LIBRARY	32.00	11 JUL 94	SECOND QUARTER-PLAC CARD PUR
013014	00868	INDIANA DEPT. OF WORKFORCE DE	316.89	11 JUL 94	2ND QTR. UNEMPLOYMENT COMPEN
013015	00869	INGRAM	511.97	11 JUL 94	VIDEOS
013016	00870	KIMBERLY GARWOOD	21.84	11 JUL 94	BOOK & MILEAGE
013017	00871	LYNN DAUGHERTY	145.97	11 JUL 94	TELEPHONE CALLS & MILEAGE

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

29 Jul 94

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation	
013018	00872	MARGE HOHNER	13.00	11 JUL 94	MILEAGE-JUNE BOARD MEETING	
013019	00873	MARY K. MARTIN	69.00	11 JUL 94	MILEAGE	
013020	00874	NATIONAL AUTOMOBILE DEALERS	87.00	11 JUL 94	USED CAR GUIDE-DEM. & WH.THR	
013021	00875	NATIONAL GEOGRAPHIC SOCIETY	12.90	11 JUL 94	BOOK -- ALASKAS WILDLIFE TRE	
013022	00877	NIPSCO	560.26	11 JUL 94	WHEATFIELD-JUNE UTILITIES	
013023	00878	NORTHWESTERN INDIANA TELEPHO	119.26	11 JUL 94	DEMOTTE-JULY TELEPHONE	
013024	00879	OOMS DISPOSAL SERVICE INC.	90.00	11 JUL 94	JULY-DEC.1994 TRASH PICK-UP	
013025	00880	PAM FERBER	20.50	11 JUL 94	MILEAGE	
013026	00881	PHILIP HOWARD	45.00	11 JUL 94	WHEATFIELD LAWN CARE-JUNE	
013027	00882	POST TRIBUNE	145.60	11 JUL 94	SUBSCRIPTION THRU 7/95 -DEMO	
013028	00883	POSTMASTER GENERAL	294.00	11 JUL 94	900-29 CENT STAMPS & 100-23	
013029	00885	PUBLIC EMPLOYEES' RETIREMENT	8103.08	11 JUL 94	2ND QTR. PAYMENT 1994	
013030	00886	QUEEN CITY UNIFORMS	13.00	11 JUL 94	EMPLOYEE NAME TAGS	
013031	00887	QUILL	223.72	11 JUL 94	LABELS,SURGE PROTECTORS,COMP	
013032	00888	RELIABLE EXTERMINATORS, INC.	35.00	11 JUL 94	PEST CONTROL SERVICE-RENS.	
013033	00889	SECURITY COURIERS, INC.	462.98	11 JUL 94	TRANSPORT SERVICE THRU 6/17/	
013034	00890	SENTIMENTAL PRODUCTIONS	32.95	11 JUL 94	VIDEO	
013035	00891	TEACHER RESOURCE LINK	29.24	11 JUL 94	VIDEO RENTAL FOR SUMMER READ	
013036	00892	TEETERS CULLIGAN	45.65	11 JUL 94	COOLER RENTAL & WATER-WHEATF	
013037	00894	THE TIMES	79.30	11 JUL 94	DEMOTTE PAPER THRU 11/27/94	
013038	00895	TIME-LIFE EDUCATION	76.38	11 JUL 94	BOOKS	
013039	00896	TOWN OF DEMOTTE, c/o DEMOTTE	18.72	11 JUL 94	SEWER SERVICE THRU 5/94	
013040	00897	TYSEN'S COUNTRY GROCERY, INC	24.40	11 JUL 94	JANITORIAL SUPPLIES-WH.	
013041	00898	USA TODAY	107.00	11 JUL 94	NEWSPAPER SUBSCRIPTION THRU	
013042	00899	VARSITY READING SERVICES	352.00	11 JUL 94	PAPERBACK BOOKS	
013043	00900	WAL-MART STORES, INC.	52.88	11 JUL 94	VIDEOS,TRASH BAGS,TOWELETES	
013044	00901	WILLIAM A. DOWELL	24.00	11 JUL 94	STATE OF INDIANA FLAG-RENS.	
nstr. und	013045	00902	GAYLORD BROS.	1348.00	11 JUL 94	AUTOMATION EQUIPMENT & MODEM
	013046	00903	GLENDA BROWN	165.42	11 JUL 94	MILEAGE, RENS. MEMORIAL TREE
	013047	00904	HERITAGE OFFICE PRODUCTS, IN	7189.30	11 JUL 94	2 MITA COPIERS AND 2 COPIER
	013048	00905	HP PRODUCTS CORP.	248.44	11 JUL 94	ENTRY MAT-DEMOTTE BLDG. PROJ
	013049	00941	BANK ONE	4369.75	08 JUL 94	FICA & FED TAXES WITHHELD 08
	013050	00942	INDIANA DEFERRED COMPENSATIO	135.00	08 JUL 94	WITHHELD FROM 08 JUL 94 PAYR
	013051	00978	BANK ONE	4374.77	25 JUL 94	FICA & FED TAXES WITHHELD 25
	013052	00979	INDIANA DEFERRED COMPENSATIO	135.00	25 JUL 94	WITHHELD FROM 25 JUL 94 PAYR
	013053	00980	INDIANA DEPARTMENT OF REVENU	1433.08	25 JUL 94	STATE & COUNTY TAXES WITHHEL
	013054	00981	INCOLSA	25.00	25 JUL 94	INTRO TO INTERNET WORKSHOP-8
	013055	00982	LDDS COMMUNICATIONS	819.99	25 JUL 94	DATA LINES & LONG DISTANCE C
	013056	00983	UNITED TELEPHONE COMPANY	737.82	25 JUL 94	WHEATFIELD & RENSSELAER TELE
	013058	00984	BUENA VISTA DISTRIBUTION CO.	25.00	25 JUL 94	LICENSE (VIDEO)-SUMMER READI

--TOTAL AMOUNT OF CLAIMS-- 68811.97

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 68811.97. Dated 08 AUG 94.

_____	_____
_____	_____
_____	_____
_____	_____

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

July 01, 1994

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES.....			\$1,735.92	\$10,643.27
DeMotte	\$692.90	\$3,649.42		
Rensselaer	\$585.23	\$4,727.67		
Wheatfield	\$457.79	\$2,266.18		
PHOTOCOPIES.....			\$477.01	\$3,529.44
DeMotte	\$181.10	\$1,380.55		
Rensselaer	\$187.96	\$1,593.05		
Wheatfield	\$107.95	\$555.84		
CARDS.....			\$31.50	\$482.00
DeMotte	\$15.50	\$205.00		
Rensselaer	\$14.50	\$248.00		
Wheatfield	\$1.50	\$29.00		
PLAC FUND.....			\$0.00	\$80.00
GIFT FUNDS.....			\$421.65	\$2,766.87
DeMotte	\$35.00	\$215.00		
Rensselaer	\$386.65	\$2,343.42		
Wheatfield	\$0.00	\$208.45		
INTEREST.....			\$1,819.51	\$7,483.57
RECIPROCAL BORROWING.....			\$0.00	\$0.00
INVESTMENTS.....			\$0.00	\$200,000.00
TAXES.....			\$2,805.38	\$599,262.17
Local Option/Certified Shares	\$0.00	\$158,051.50		
Local Option/Property Tax Repl.	\$0.00	\$13,972.50		
Property Tax	\$0.00	\$386,583.80		
Financial Institution Tax	\$0.00	\$1,520.50		
License Excise Tax	\$0.00	\$36,328.49		
State Distribution	\$2,805.38	\$2,805.38		
REFUNDS.....			\$0.00	\$383.52
Baker & Taylor-Postage	\$0.00	\$106.25		
D. Menken-Video Repair	\$0.00	\$4.50		
City of Mesa,Az-ILL Postage	\$0.00	\$1.61		
Demco-Returned old product	\$0.00	\$251.16		
McGraw-Hill (overpayment-199:	\$0.00	\$20.00		
TOTAL RECEIPTS			\$7,290.97	\$824,630.84

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 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 02 Aug 94

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
013059	00985	A.E. BOYCE CO., INC.	61.92	08 AUG 94	RECEIPT BOOKS-#301 TO #750
013060	00987	ACORDIA PERSONAL BENEFITS, I	235.05	08 AUG 94	QTLY INSURANCE PREMIUM-WIERS
013061	00989	AMBER WHITED	15.00	08 AUG 94	MILEAGE
013062	00990	ASSOCIATED LIBRARIES, INC.	404.67	08 AUG 94	BOOKS
013063	00991	AVC CORPORATION	94.00	08 AUG 94	SERVICE AGREEMENT-AUGUST 199
013064	00992	BAKER & TAYLOR	704.16	08 AUG 94	CONTINUATIONS-BOOKS
013065	00993	BAKER & TAYLOR	6274.46	08 AUG 94	BOOKS,BATAPHONE,R-LEASE BKS,
013066	00994	BERNAN	94.44	08 AUG 94	BOOK
013067	00995	BETTY A. HUFF (PAS-TIME BOO	96.18	08 AUG 94	BOOKS
013068	00996	BIERMA HARDWARE, INC.	18.26	08 AUG 94	JANITORIAL SUPPLIES-WH.
013069	00997	BUSINESS COMMUNICATIONS INC.	402.00	08 AUG 94	THOMAS REGISTER OF AMER.MFGS
013070	00998	CAMELOT MUSIC, INC.	1349.72	08 AUG 94	CD'S
013071	00999	CIRCLE "R" MECHANICAL, INC.	216.00	08 AUG 94	SERVICE CALL ON REPLAC.ACTUA
013072	01000	COAST TO COAST	13.57	08 AUG 94	PAINT, KEYS
013073	01001	CUSTOM LAWN CARE	540.00	08 AUG 94	LAWN MOWING,WEEEDING,WATERING
013074	01002	DEMCO	159.54	08 AUG 94	BOOK POCKETS, REPLACE.CORD
013075	01003	EBSCO SUBSCRIPTION SERVICES	88.43	08 AUG 94	MAGAZINE SUBSCRIPTIONS
013076	01004	EDUCATORS PROGRESS SERVICE,	31.90	08 AUG 94	BOOK
013077	01005	FACTS ON FILE, INC.	669.85	08 AUG 94	BOOKS
013078	01006	GAIL JUNG	28.85	08 AUG 94	DEMOTTE PETTY CASH-POSTAGE,P
013079	01007	GAIL JUNG	47.21	08 AUG 94	RENSSELAER PETTY CASH-POSTAG
013080	01008	GALE RESEARCH INC.	66.65	08 AUG 94	BOOK
013081	01009	GAYLORD BROS.	1299.46	08 AUG 94	BOOK LABELS, MARC SUBSC.,THE
013082	01010	HERITAGE OFFICE PRODUCTS, IN	735.29	08 AUG 94	AWARD RIBBONS,ENGRAVING,SERV
013083	01011	HOOK'S DRUGS #162	12.00	08 AUG 94	SUNDAY NEWSPAPERS-JUNE 1994-
013084	01012	INGRAM	151.28	08 AUG 94	VIDEOS,MICROFICHE SUBSCRIPTI
013085	01013	INCOLSA	12.50	08 AUG 94	INTRODUCTION TO INTERNET-EIS
013086	01014	JOURNAL AND COURIER	60.00	08 AUG 94	NEWSPAPER-RENS. 7/28/94-1/11
013087	01015	KOLORTECH, INC.	256.24	08 AUG 94	FLUORESCENT LIGHTS
013088	01016	LDDS COMMUNICATIONS	803.08	08 AUG 94	DATA LINES & LONG DISTANCE C
013089	01017	LIBRARY ADMINISTRATOR'S DIGE	16.00	08 AUG 94	BIENNIAL INDEX SUBSCRIPTION
013090	01018	LINDA WILLIAMS	130.00	08 AUG 94	SUBSTITUTE JANITOR-DEM. & WH
013091	01019	LYNN DAUGHERTY	89.75	08 AUG 94	INTERNET WORKSHOP, MILEAGE,
013092	01020	MANUFACTURERS' NEWS, INC.	107.25	08 AUG 94	DIRECTORY-BOOKS
013093	01021	MARGE HONNER	13.00	08 AUG 94	MILEAGE-JULY BOARD MTG.
013094	01022	MARLA PORTER	20.00	08 AUG 94	WINTER READING PRIZE-WHEATFI
013095	01023	MARY K. MARTIN	122.11	08 AUG 94	MILEAGE, POSTAGE
013096	01024	MECKLER	65.96	08 AUG 94	OPAC GUIDE - T.S. DEPT.
013097	01025	MOOLENAAR & HUGHES PROF.LAWN	45.00	08 AUG 94	INSECT CONTROL-WHEATFIELD
013098	01026	NIALSA	31.63	08 AUG 94	INTERLIBRARY LOAN POSTAGE-2N
013099	01027	NIPSCO	775.06	08 AUG 94	JULY SERVICE-WHEATFIELD & DE
013100	01028	NORTHWESTERN INDIANA TELEPHO	152.13	08 AUG 94	TELEPHONE SERVICE-AUGUST-DEM
013101	01029	PAM FERBER	368.60	08 AUG 94	BATHROOM FIXTURES & LIGHTS-W
013102	01030	PERMA-BOUND	414.15	08 AUG 94	BOOKS
013103	01031	PHILIP HOWARD	60.00	08 AUG 94	JULY LAWN CARE-WHEATFIELD
013104	01032	PUBLISHER'S CHOICE	22.45	08 AUG 94	VIDEOCASSETTE
013105	01033	QUILL	54.57	08 AUG 94	BINDERS, DISKETES, FILE FOLD
013106	01034	REED REFERENCE PUBLISHING	243.91	08 AUG 94	AM LIBRARY DIRECTORY 94-95

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----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

02 Aug 94

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
013107	01035	RENSSELAER REPUBLICAN	120.88	08 AUG 94	BUDGET ADVERTISEMENT
013108	01037	SCHNAIBLE SERVICE & SUPPLY C	137.10	08 AUG 94	PAPER TOWELS,TP,HAND TOWELS,
013109	01038	SECURITY COURIERS, INC.	264.56	08 AUG 94	TRANSPORT-6/24 TO 7/8/94
013110	01039	TIME-LIFE EDUCATION	114.65	08 AUG 94	BOOKS
013111	01040	TOWN OF DEMOTTE, c/o DEMOTTE	18.72	08 AUG 94	SEWER SERVICE-JUNE-DEMOTTE
013112	01041	USA TODAY	107.00	08 AUG 94	ANNUAL NEWSPAPER SUBSCRIPTIO
013113	01042	WALSTRA FINE CUT	66.00	08 AUG 94	LAWN MOWING-JUNE-DEMOTTE
013114	01043	WESTCHESTER PUBLIC LIBRARY	73.00	08 AUG 94	NILBA MEETING-8/31/94-EGAN,H
013115	01044	WVTA LIBRARY NETWORK	20.00	08 AUG 94	7TH ANNUAL REFERENCE UPDATE-
013116	01045	INFORMATION ACCESS COMPANY	9762.00	08 AUG 94	WORKSTATION, MAG. INDEX & SE
013117	01046	BOUMA-BETTEN OF INDIANA, INC	49.50	08 AUG 94	CEILING TILES-DEMOTTE BLDG.
013118	01047	CROWN COMPUTER	14865.50	08 AUG 94	COMPUTER REPAIR,CD-ROM WORKS(\$135.00-OPER. FUND)
013119	01048	DEMOTTE GLASS	100.01	08 AUG 94	MIRROR & INSTALL.-DEMOTTE BL
013120	01049	ENTRE COMPUTER CENTER	15477.00	08 AUG 94	CD ROM WORKSTATIONS, MONITOR
013121	01050	HERITAGE OFFICE PRODUCTS, IN	170.10	08 AUG 94	TYPEWRITER-SWINTEC 85-DEMOTT
013122	01051	HIGHSMITH CO. INC.	1964.75	08 AUG 94	VISIBLE FILE,MAG.COVERS,OPAG (\$245.40-OPER. FUND)

--TOTAL AMOUNT OF CLAIMS-- 60984.05

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 2 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 60984.05. Dated 08 AUG 94.

_____	_____
_____	_____
_____	_____
_____	_____

Salary Ordinance 1994: Rev. 8/94

Name	Classification	Present Hrly Wage	Annual Salary	Hrs Worked	Library
Bachman, Carol	Specialist 1	\$6.73	\$13,528.80	40	R
Barlow, Kellie	Page	\$4.25	\$255.00	10	R Res. 2/16/94
Beedle, Marlene	Lib. Asst. 1	\$5.99	\$7,475.52	24	D
Best, Julie	Clerk	\$4.50	\$3,014.25	15	R
Brown, Glenda	Specialist 1	\$7.41	\$15,412.80	40	R
Bykerk, Jill	Page	\$4.40	\$1,193.18	10	D Res. 6/30/94
Carr, Renee	Lib. Asst 1	\$6.48	\$10,782.72	32	D
Cavanaugh, Kathleen	Specialist 2	\$8.08	\$17,294.80	40	R
Daugherty, Lynn	Director	\$18.08	\$37,606.40	40	R
Eisele, Julie	Lib. Asst. 1	\$5.50	\$7,587.30	35	R
Fagen, Charlotte	Specialist 2	\$8.47	\$17,617.60	40	D
Ferber, Pam	Librarian	\$12.98	\$21,598.72	32	W
Garwood, Kim	Librarian	\$13.21	\$27,438.44	40	R
Hendricks, Jennifer	Page	\$4.30	\$2,253.00	10	D
Howard, Rose	Janitor	\$7.55	\$15,704.00	40	D,W
Jung, Gail	Admin. Asst	\$8.17	\$17,000.05	40	R
Kooy, Diana	Lib. Asst 2	\$7.29	\$3,032.64	8	D
Kopanda, Joan	Lib. Asst 2	\$7.29	\$12,130.56	32	D
Kyle, Pamela	Page	\$4.30	\$2,222.00	10	R
Lewis, Sharon	Clerk	\$4.75	\$2,526.00	10	R
Loehrer, Karen	Lib. Asst. 1	\$5.00	\$5,705.00	35	R
Martin, Mary	Tech Serv Libn	\$14.42	\$29,993.60	40	R
Mitchell, Carol	Lib. Asst. 2	\$6.09	\$11,083.80	35	R
Padgitt, Kathi	Specialist 1	\$7.07	\$5,938.80	40	R Res. 6/3/94
Powell, Bonnie	Lib Asst 1	\$6.97	\$10,873.20	30	R
Reed, Patricia	Lib Asst I	\$5.99	\$3,986.19	35	R Res. 5/24/94
Schulenberg, Sharon	Spec. Serv Libr	\$9.31	\$16,944.20	35	R
Spurgeon, Eileen	Clerk	\$6.00	\$2,460.00	5	R
Stalbaum, Lynn	Page	\$4.30	\$2,250.00	10	W
Standish, Jack	Janitor	\$7.00	\$9,764.30	29	R
Tachtiris, Jill	Specialist 1	\$7.75	\$16,120.00	40	D
Tanis, Tanya	Page	\$4.40	\$2,288.00	10	D
Thone, Betty	Clerk	\$6.00	\$0.00	5	D Res. 6/29/94
Virok, Nicole	Page	\$4.25	\$1,212.50	10	R
Webster, Rachael	Clerk	\$5.17	\$3,939.00	15	D
Whited, Amber	Lib. Asst I	\$5.99	\$7,475.52	24	W
Wiers, Diane	Specialist 1	\$7.41	\$15,412.00	40	W
Woods, Peggy	Lib Asst I	\$5.50	\$9,224.00	34	W
York, Leanne	Librarian	\$11.06	\$23,177.00	40	D
	Page	\$4.25	\$1,105.00	10	D

Total

\$414,625.89

Robert Souza
Margaret Johnson
Miriam Sawyer
William J. Doty

SEPT.

AGENDA

August 29, 1994

**Jasper County Public Library Board of Trustees
Monthly Meeting
Rensselaer Library Meeting Room
7:00 PM**

Opening of meeting

Purpose

- A. Moment of silence
- B. Approval of agenda and requested changes to consent agenda

Action

Consent Agenda

Action

- A. Approval of Minutes (R 1-2)
- B. Bills/Financial Reports (F)
- C. Salary Ordinance (R4, R16- 2nd paragraph)
- D. Advance draw request (R 16, 1st paragraph)
- E. Resolution to Reduce Current Operating Budget (R5-16)
- F. Workshop approvals (R17)

General Business

- A. 1995 Budget & Appeal Approval (R7 & 8)
- E. Children's Specialists: Annual report
- D. Policy Recommendations (R9 - R15)

Action

Information

Action

Director's Report (R16)

Information

Items for future Agendas

Public Forum

Adjournment

Refreshments will be available at 6:45 PM if you'd like to come early and socialize.

Minutes.....August 8, 1994
 Monthly Meeting Rensselaer Library
 Jasper County Public Library Board of Trustees 7:00 PM

Present: Marge Hohner, Robert Souza, Miriam Lawyer. Wilbur Doty joined the meeting via teleconference call.

1. AGENDA: With the deletion of the word *Action* under Rensselaer Outside Lighting, the Agenda was approved as amended on a motion by M. Lawyer, seconded by R. Souza.

2. CONSENT AGENDA: On a motion by R. Souza, seconded by M. Lawyer, the Consent Agenda was approved as presented.

3. TAX APPEAL PETITION: The Board reviewed the first draft making changes in the fifth paragraph to read: We have cut our book budget \$27,000 (28%) to provide for building emergencies and to maintain our cash flow. The Tax Appeal is to be approved at the August 29 meeting.

4. 1995 BUDGET HEARING: According to the County Auditor the assessed valuation may be even higher than the \$298,000,605 she estimated. We chose, however, not to revise our original estimate and advertised much more conservatively (\$293,500,000). No citizens appeared to speak at the Budget Hearing.

5. AUGUST 29 BOARD MEETING: It was agreed that board packets could be hand delivered the Friday before the August 29 meeting. With this being considered, R. Souza made a motion to uphold the original decision to let the August 29, 1994 Board Meeting take the place of a September meeting as originally planned. M. Lawyer seconded the motion. The vote was unanimous.

6. BOARD ATTORNEY FEES: The Board considered whether to pay an hourly rate or an annual retainer fee for those legal services provided by Dumas & Moriarty which would not include filing a claim, attending court hearings or other specific matters requiring opening up of a file. R. Souza moved that we note we are very happy with our attorneys' services, and that we pay Dumas & Moriarty \$90 per hour for their legal consulting services for 1994. M. Lawyer seconded the motion. Motion passed unanimously.

7. BULLETIN BOARD POLICY: M. Lawyer moved to accept the Bulletin Board Policy Draft of 7/28/94, R. Souza seconded. Motion passed.

8. RENSSELAER OUTDOOR LIGHTING: All-Phase of Valpo was at Rensselaer to take measurements last week. TC&M, Inc. have not received the results of the computer analysis yet. They did state, however, that they were unable to locate a comparable fixture for less money.

9. LIABILITY INSURANCE: Our attorney advised we consider purchasing Liability Insurance to cover attorney fees and court costs in the event of any legal action involving discrimination, harassment, etc. which are not covered by our present insurance policy. Lynn will investigate available policies.

10. UNPAID LOM BILL: Our attorney suggested we "let sleeping dogs lie" and do nothing at this time. Then one month before closing out the Construction Fund Account, the Library Board should vote to use the funds for library purposes.

11. CONSTRUCTION FUND: When asked about a 3-year limit on use of Construction Funds, Charlie Pride of State Board of Accounts stated there isn't any library law regarding a time frame in which construction funds must be used as long as they are being spent for construction needs. While he agreed to send us a letter authorizing us to spend the funds through December 1994 if we request that permission, the Board felt this was unnecessary since no such deadline apparently exists.

12. DEMOTTE TYPEWRITER: DeMotte Library has a used typewriter they wish to sell for \$25. The Board gave their permission to proceed. The Wheatfield copier and stand has been sold to the GED Adult Learning Center in Rensselaer for \$450.

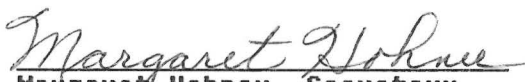
13. WAY TO GO!: The Board commended the Wheatfield staff on their plan to participate in the Wheatfield school's registration next week. They also expressed their pleasure with DeMotte's super idea of a Rolodex file containing patron comments on books they read and sharing it with other patrons looking for a good book.

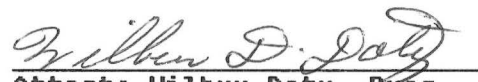
14. NILBA MEETING: Those registered for the August 31 meeting on Censorship issues being held at the SPA are L. Daugherty, A.M. Egan, M. Lawyer, and B. Leestma. You still have until August 22 to sign up.

15. RETREAT AT ANCILLA: Final request for single or double occupancy accommodations for the retreat are needed by August 15. Call L. Daugherty by this date with your choice. Those attending this meeting requested double occupancy rooms.

16. RENSSELAER UTILITY BILL: The City Utility Office found we were being charged for cubic feet usage when our meter was recording gallon usage. (7.5 gal.(approx.) equals 1 cubic ft.) The Mayor adjusted our present water bill which represented a \$900.63 credit. Further credit adjustments will be forthcoming.

With no other business to discuss, the meeting was adjourned at 8:55 p.m. on a motion by W. Doty, seconded by R. Souza.


Margaret Hohner, Secretary


Attest: Wilbur Doty, Pres.

1994 Operating Budget

In an attempt to spend only 87% of our budget, our goal is to spend no more than \$65,410 per month. Figures below show what is actually spent each month and how close we are to meeting that goal.

		Total Spent	Planned	
	Spent	1994	Spending 1994	Over-Under Budget
January	\$54,039.39	\$54,039.39	\$65,410.00	(\$11,370.61)
February	\$60,971.21	\$115,010.60	\$130,820.00	(\$15,809.40)
March	\$67,216.53	\$182,227.13	\$196,230.00	(\$14,002.87)
April	\$71,938.54	\$254,165.67	\$261,640.00	(\$7,474.33)
May	\$57,599.20	\$311,764.87	\$327,050.00	(\$15,285.13)
June	\$57,269.28	\$369,034.15	\$392,460.00	(\$23,425.85)
July	\$58,326.85	\$427,361.00	\$457,870.00	(\$30,509.00)
August	\$69,728.58	\$497,089.58	\$523,280.00	(\$26,190.42)

Salary Ordinance 1994: Rev. 8/94

Name	Classification	Present Hrly Wage	Annual Salary	Hrs Worked	Library
Bachman, Carol	Specialist 1	\$6.73	\$13,528.80	40	R
Barlow, Kellie	Page	\$4.25	\$255.00	10	R Res. 2/16/94
Beedle, Marlene	Lib. Asst. 1	\$5.99	\$7,475.52	24	D
Best, Julie	Clerk	\$4.50	\$3,014.25	15	R
Brown, Glenda	Specialist 1	\$7.41	\$15,412.80	40	R
Bykerk, Jill	Page	\$4.40	\$1,193.18	10	D Res. 6/30/94
Carr, Renee	Lib. Asst 1	\$6.48	\$10,782.72	32	D
Daugherty, Lynn	Director	\$18.08	\$37,606.40	40	R
Eisele, Julie	Lib. Asst. 1	\$5.50	\$7,587.30	35	R
Fagen, Charlotte	Specialist 2	\$8.47	\$17,617.60	40	D
Ferber, Pam	Librarian	\$12.98	\$21,598.72	32	W
Gallina, Kathleen	Specialist 2	\$8.47	\$17,294.80	40	R Effective 8/1
Garwood, Kim	Librarian	\$13.21	\$27,438.44	40	R
Gatlin, Mollie	Page	\$4.25	\$1,105.00	10	D
Hendricks, Jennifer	Page	\$4.40	\$2,253.00	10	D
Howard, Rose	Janitor	\$7.55	\$15,704.00	40	D,W
Jung, Gail	Admin. Asst	\$8.17	\$17,000.05	40	R
Kooy, Diana	Lib. Asst 2	\$7.29	\$3,032.64	8	D
Kopanda, Joan	Lib. Asst 2	\$7.29	\$12,130.56	32	D
Kyle, Pamela	Page	\$4.30	\$2,222.00	10	R
Lewis, Sharon	Clerk	\$5.17	\$2,526.00	10	R
Loehrer, Karen	Lib. Asst. 1	\$5.00	\$5,705.00	35	R
Martin, Mary	Tech Serv Libn	\$14.42	\$29,993.60	40	R
Mitchell, Carol	Lib. Asst. 2	\$6.09	\$11,083.80	35	R
Padgitt, Kathi	Specialist 1	\$7.07	\$5,938.80	40	R Res. 6/3/94
Powell, Bonnie	Lib Asst 1	\$6.97	\$10,873.20	30	R
Reed, Patricia	Lib Asst I	\$5.99	\$3,986.19	35	R Res. 5/24/94
Schulenberg, Sharon	Spec. Serv Libr	\$9.31	\$16,944.20	35	R
Spurgeon, Eileen	Clerk	\$6.00	\$2,460.00	5	R
Stalbaum, Lynn	Page	\$4.40	\$2,250.00	10	W
Standish, Jack	Janitor/Mainter	\$7.00	\$9,764.30	29	R Effective 7/1
Tachtiris, Jill	Specialist 1	\$7.75	\$16,120.00	40	D
Tanis, Tanya	Page	\$4.40	\$2,288.00	10	D
Thone, Betty	Clerk	\$6.00	\$0.00	5	D Res. 6/29/94
Virok, Nicole	Page	\$4.25	\$1,212.50	10	R
Webster, Rachael	Clerk	\$5.17	\$3,939.00	15	D
Whited, Amber	Lib. Asst I	\$5.99	\$7,475.52	24	W
Wiers, Diane	Specialist 1	\$7.41	\$15,412.00	40	W
Woods, Peggy	Lib Asst I	\$5.50	\$9,224.00	34	W
York, Leanne	Librarian	\$11.06	\$23,177.00	40	D
Total			\$414,625.89		

Robert Souza
 Margaret Hohner
 Wilbur D. Doty
 Bernice Marie Egan

Barbara Lestara
 Miriam Luogon

Resolution to Reduce Current Library Operating Budget

Whereas, the Library Board of the Jasper County Public Library voted at their November 1, 1993, board meeting to "approve a working operating budget of \$902,208 for 1994 on a motion by B. Souza, seconded by A. M. Egan", it is specifically resolved by the Board that the following appropriations in the 1994 budget approved by the State Board of Tax Commissioners be reduced in the following amounts:

	<u>NAME OF FUND</u>	<u>AMOUNT REDUCED</u>
1	Personal Services	\$ 500
2	Supplies	\$ 5,250
3	Other Services and Charges	\$28,430
4	Capital Outlays	\$47,823
	TOTAL	\$82,003

Adopted this 29th day of August 1994.

AYE

NAY

Robert Souza
Margaret Hohner
Gilbert D. Doty
Anne-Marie Egan
Barbara Foster
Miriam Souza

ATTEST:

Margaret Hohner
Secretary

MEMORANDUM

Resolution to Reduce Current Library Operating Budget

Summary: In November, you approved a working budget of \$902,208 for 1994. For our budget hearing, we need to take a formal resolution to reduce the original \$984,211 budget by \$82,003. That officially makes our budget \$902,208.

Discussion: Our State Board of Tax Commissioners auditor feels that our case for appealing our tax rate will be stronger because we have had to reduce our budget to makes ends meet.

Vote: The JCPL Board of Trustees resolves to reduce the current 1994 operating budget by \$82,003, including a reduction of \$500 in Personal Services, \$5,250 in supplies, \$28,430 in Other Services and Charges, and \$47,823 in Capital Outlays.

MEMORANDUM

1995 Budget & Appeal

Summary: At this meeting, you must vote to adopt the 1995 budget as advertised. You must also resolve to petition the State Board of Tax Commissioners for relief from levy limitations (a tax appeal).

Discussion: The Board voted to appeal our tax rate in June. This month you must go through the formality of a resolution to appeal our tax rate. The 1995 budget we advertised includes the additional funds we would receive if our tax appeal is approved. This budget, as we noted at the July meeting, will not be the final budget on which we will operate. That budget will be determined by the Board in the fall, after we know exactly what the state authorizes us to spend. The 1995 budget we advertised asks for a tax rate not quite 2 cents higher than the one we advertised last year. The *actual* tax rate last year was about 5 cents lower than advertised.

Next Step(s). Vote on the two resolutions.

Vote:

1. Resolution: Be it resolved by the Library Board of Jasper County Public Library, Jasper County, Indiana, that 1995 budgets will be approved in the following amounts:

Library Operating Fund	\$1,092,236
Library Improvement Reserve Fund	\$ 15,850
Bond and Interest Redemption Fund	\$ 437,015

and that there shall be levied upon each one hundred dollars of the assessed valuation of taxable property in the library taxing district for the fiscal year 1995, to be collected in 1995, the following:

Library Operating Fund:	20.23 cents
Library Bond & Interest Redemption Fund:	13.47 cents

2. Resolution: Be it resolved that the Library Board of Jasper County Public Library shall appeal to the State Board of Tax Commissioners for relief from levy limitations according to the terms of I.C. 6-1.1-18.5-13(11), requesting \$104,334 in funds above our present levy limitation.

Resolution

Be it resolved that the Library Board of Jasper County Public Library shall appeal to the State Board of Tax Commissioners for relief from levy limitations according to the terms of I.C. 6-1.1-18.5-13(11), requesting \$104,334 in funds above our present levy limitation.

Adopted this 29th day of August, 1994.

President

Vice President

Secretary

Treasurer

Board Member

Board Member

Board Member

MEMORANDUM

Policy Revisions Policy Committee Recommendations 8/94

Summary: Holiday Policy: The only substantive change was the substitution of an employee's birthday for President's Day. Since one school corporation and many businesses remain open on President's Day, we felt we should not close. However, to avoid removing a holiday from staff who are already disgruntled at losing other benefits in the last policy revision, we decided to recommend an alternative holiday which would not require the library to be closed.

Library Board Privilege Policy and **Library Staff Privilege Policy:** In general, these are privileges presently in practice, but not always stated in writing. We added a provision to allow past board members to have no-fine borrowing privileges. We also added a provision to allow spouses of board members and, when the board member notifies the director that they want this privilege, children of board members to have no-fine borrowing privileges. We also added the proviso that lost library cards will be replaced free of charge.

Library Behavior Policy: This is a policy which we had approved by our attorneys. According to Lynn's research, we are safe if we confine our restrictions to those actions which interfere with another person's right to use the library for those things for which a library should be used. We do not have to list actions which are already illegal. We are cautioned to make as few specific rules as possible, letting the main one --not interfering with another person's rights--rule in all other cases.

We cannot restrict what people wear -- unless it is so disgusting that it would make everyone else leave the building -- and other such matters.

Next Step(s): We recommend that these revised policies be adopted by the JCPL board.

Vote: To adopt the Holiday Policy, The Library Board Privilege Policy, Staff Privilege Policy and Library Behavior Policy as presented by the Policy Committee.

HOLIDAY POLICY

Jasper County Public Library

The Library will be closed on these Holidays:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve

In addition, all locations will close at 5:00 PM on the day before Thanksgiving.

Employees receiving benefits will also receive a paid holiday on their birthday or another day in their birthday month. (See Personnel Policy, Sec. 3.4)

If a Holiday falls on a Saturday, the Library will be closed on Saturday. Persons not scheduled to work on Saturday will be given equivalent time off with pay; if a Holiday falls on a Sunday, the Library will be closed the following Monday.

When a holiday falls during an employee's scheduled paid vacation period, the employee receives another day off as scheduled.

Each year a specific list of days and times of observance shall be prepared by the Director and submitted to the Library Board as part of the annual budget preparations.

Draft 8/23/94

Excerpt from Personnel Policy. Underlined section is added to present policy.

3. Holidays

- 3.1 Employees who work an average of 32 hours or more per week are eligible for paid holidays which are determined by the Holiday Policy.
- 3.2 Employees are to be paid for the hours they are regularly scheduled to work on that day of the week.
- 3.3 If the holiday falls on the employee's regular day off, that employee is granted equivalent time off with pay to be taken within the pay period. If the employee works 40 hours per week, the equivalent time must be taken within the work week. Exempt employees must take equivalent time off by the end of the next pay period. If the employee does not work the same number of hours per day, total the hours for a week and divide by 5 to determine hours to be granted as equivalent time off.
- 3.4 Each employee will also receive a holiday on his/her birthday or another day in his/her birthday month. This holiday must be approved in advance by the Director or his/her designee.

LIBRARY BOARD PRIVILEGE POLICY

Draft 8/23/94

Although the Library encourages board members to return materials on time, no fines will be assessed for overdue materials. This privilege will also be extended to spouses of present board members and, upon request, to their children living at home and under the age of 25. This privilege will also be extended to past board members.

Lost or damaged library cards will be replaced free of charge.

Up to 10 photocopies per month may be made at no charge to any board member.

Board members may be reimbursed for mileage accrued in trips to board meetings and other board activities (see Personnel Policy, 13.5, 14.2).

The \$3.00 connect charge for FAX transmissions is waived for board members. FAX messages may be sent and received for the 20 cent per page cost only.

Except in the case of overdue fines, these privileges are extended only to board members, not to members of their families .

LIBRARY STAFF PRIVILEGE POLICY

Draft 8/23/94

Although the Library encourages staff to return materials on time, no fines will be assessed for overdue materials.

Lost or damaged library cards will be replaced free of charge.

Up to 10 photocopies per month may be made at no charge to any staff member.

The \$3.00 connect charge for FAX transmissions is waived for staff members. FAX messages may be sent and received for the 20 cent per page cost only.

These privileges may also be extended to library volunteers who regularly spend an average of 3 or more hours per week in service to the library.

These privileges are extended only to staff and, when desired, volunteers, not to members of their families.

LIBRARY BEHAVIOR POLICY

Draft 8/23/94

The Public Library is open to all to provide access to the information, ideas and meeting rooms therein. No individual or group has the right to interfere with anyone else's right to use the library.

Persons failing to follow the Library's behavior rules will be asked to leave.

PLEASE

No eating or drinking (except in meeting rooms)

No use of tobacco products

No running, throwing, fighting

No loud or abusive language

No bicycles, rollerblades or skates used in the library

No sleeping in the library

No soliciting except in support of the library and sanctioned library activities

Soliciting includes such actions as selling items, begging, circulating petitions, distributing printed material, conducting surveys.

No animals except guide dogs

Parents/ guardians are responsible for their children's behavior while children are in the library or on library property. Children age seven and under may not be left unattended in the library.

Vandalism to library property will result in suspension of library borrowing privileges, as well as in criminal prosecution.

MEMORANDUM

Workshop Attendance

Summary: We wish to send staff to the following workshops. Board approval is necessary, since these are not sponsored by our library organizations.

1. Leadership & Supervisory Skills for Women (Lynn, Leanne & Pam) \$69 each
2. How to Manage Projects, Priorities & Deadlines (Leanne) \$99

(Both of the above are offered by National Seminars Group)

3. High Impact Communication Skills for Women (Lynn) \$49.00
(Career Track)

Discussion: These workshops improve skills that are very important to the persons wishing to attend.

Vote: To authorize Leanne, Lynn and Pam to attend the National Seminars Group and Career Track workshops as requested.

FINANCIAL REPORT BY FUND
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 25 Aug 94

FUND #	DESCRIPTION	BEGINNING BALANCE	RECEIPTS THIS MONTH	RECEIPTS YEAR-TO-DATE	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	BALANCE
100	OPERATING FUND	189876.03	1913.55	419545.64	69728.58	497089.58	122061.00
101	PUBLIC LIBRARY ACCESS CARD	.00	.00	80.00	.00	113.54	.00
	GIFT FUNDS						
110.01	DEMOTTE GIFT FUND	2606.00	238.00	453.00	15.95	330.65	2828.05
110.02	RENSSELAER GIFT FUND	1785.14	35.00	2378.42	83.24	2206.22	1736.90
110.03	WHEATFIELD GIFT FUND	664.28	.00	208.45	.00	212.08	664.28
	BOND AND INTEREST						
120.02	WHEATFIELD BOND AND INTEREST	.00	.00	.00	.00	.00	.00
120.03	RENS & DEM BOND AND INTEREST	6512.45	.00	201943.63	.00	325432.50	6512.45
130	LIRF FUND	17645.73	.00	.00	.00	.00	17645.73
	INVESTMENTS						
140.01	OPERATING FUND INVESTMENTS	.00	.00	.00	.00	.00	.00
140.02	LIRF INVESTMENTS	.00	.00	.00	.00	.00	.00
140.03	DEMOTTE BOND AND INTEREST	200000.00	.00	200000.00	.00	.00	200000.00
140.04	WHEATFIELD BOND AND INTEREST	.00	.00	.00	.00	.00	.00
	PETTY CASH						
150.01	DEMOTTE PETTY CASH	30.00	.00	.00	.00	.00	30.00
150.02	RENSSELAER PETTY CASH	60.00	.00	.00	.00	.00	60.00
150.03	WHEATFIELD PETTY CASH	30.00	.00	.00	.00	.00	30.00
160	RECIPROCAL BORROWING FUND	.00	.00	.00	.00	.00	.00
170	LEVY EXCESS FUND	.00	.00	.00	.00	.00	.00
180	CONSTRUCTION FUND	54885.96	1038.84	3247.09	32246.46	52628.00	23678.34
190	CASH CHANGE FUND	80.00	.00	.00	.00	.00	80.00
	WITHHOLDING ACCOUNTS						
200.01	FIT TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.02	FICA TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.03	GIT TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.04	CO TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.05	IND.DEFERRED COMPENSATION	.00	.00	.00	.00	.00	.00
200.06	BONDS PURCHASED	.00	.00	.00	.00	.00	.00
200.07	HEALTH INSURANCE	768.05	.00	.00	121.00	-292.12	647.05
200.08	P.E.R.F.	879.80	.00	.00	-863.40	754.64	1743.20
200.09	GARNISHMENTS	.00	.00	.00	.00	.00	.00
-TOTAL ALL FUNDS-		475823.44	3225.39	827856.23	101331.83	878475.09	377717.00

{-----BANK BALANCES-----}

DATE {25 Aug 94}

A1 {BANK ONE CHECKING	}	B1 {	68083.13}
A2 {CONSTRUCTION FUND SAVINGS ACCT}	}	B2 {	23678.34}
A3 {CERTIFICATE OF DEPOSIT #2005	}	B3 {	100000.00}
A4 {FIRST OF AMERICA	}	B4 {	27986.88}
A5 {DEMOTTE STATE BANK	}	B5 {	33174.25}
A6 {INDIANA FEDERAL	}	B6 {	11384.27}
A7 {NBD BANK	}	B7 {	10504.70}
A8 {FIRST FEDERAL SAVINGS BANK	}	B8 {	2905.43}
A9 {CERTIFICATE OF DEPOSIT #1999	}	B9 {	100000.00}

TOTAL		B10{	377717.00}

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

25 Aug 94

OPERATING FUND ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	% SPENT
1.11	SALARY OF LIBRARIAN	37606.00	.00	37606.00	3133.86	25032.45	12573.55	67%
1.12	SALARY OF ASSISTANTS	374642.00	.00	374642.00	29735.45	238141.96	136500.04	64%
1.13	WAGES OF JANITORS	17056.00	.00	17056.00	1245.75	10366.22	6689.78	61%
1.21	EMPLOYER'S SHARE-FICA	32893.00	.00	32893.00	2609.83	20926.14	11966.86	64%
1.22	UNEMPLOYMENT COMPENSATION	1224.00	.00	1224.00	.00	813.33	410.67	66%
1.23	EMPLOYER'S CONTRIBUTION - PERF	22277.00	.00	22277.00	.00	15920.46	6356.54	71%
1.24	EMPLOYER'S CONTRIBUTION - INS.	12000.00	.00	12000.00	240.00	1010.00	10990.00	8%
1.31	OTHER PERSONAL SERVICES	1500.00	.00	1500.00	130.00	383.88	1116.12	26%
2.11	OFFICIAL RECORDS	800.00	.00	800.00	61.92	103.60	696.40	13%
2.12	STATIONERY AND PRINTING	500.00	.00	500.00	.00	.00	500.00	0%
2.13	OTHER OFFICE SUPPLIES	4500.00	.00	4500.00	99.13	2182.12	2317.88	48%
2.21	CLEANING & SANITATION SUPPLIES	5500.00	.00	5500.00	155.36	1495.75	4004.25	27%
2.22	FUEL, OIL & LUBRICANTS	20.00	.00	20.00	.00	5.80	14.20	29%
2.23	OTHER OPERATING SUPPLIES	1000.00	.00	1000.00	261.17	1315.96	-315.96	132%
2.31	BUILDING MATERIALS & SUPPLIES	600.00	.00	600.00	.00	322.85	277.15	54%
2.32	PAINT AND PAINTING SUPPLIES	200.00	.00	200.00	5.97	5.97	194.03	3%
2.33	REPAIR PARTS	250.00	.00	250.00	.00	45.96	204.04	18%
2.41	LIBRARY SUPPLIES	4500.00	.00	4500.00	43.64	1110.19	3389.81	25%
2.42	AUTOMATION SUPPLIES	5000.00	.00	5000.00	30.43	1921.90	3078.10	38%
3.11	CONSULTING SERVICES	.00	.00	.00	.00	.00	.00	0%
3.12	ENGINEERING & ARCH. SERVICES	500.00	.00	500.00	.00	.00	500.00	0%
3.13	LEGAL SERVICES	1500.00	.00	1500.00	.00	.00	1500.00	0%
3.14	OTHER PROFESSIONAL SERVICES	1000.00	.00	1000.00	.00	.00	1000.00	0%
3.21	TELEPHONE	23500.00	.00	23500.00	1684.67	13311.38	10188.62	57%
3.22	POSTAGE	5000.00	.00	5000.00	72.97	2815.61	2184.39	56%
3.23	TRAVELING EXPENSE	3500.00	.00	3500.00	193.75	2075.50	1424.50	59%
3.24	PROFESSIONAL MEETINGS	3500.00	.00	3500.00	151.61	3138.93	361.07	90%
3.25	FREIGHT	50.00	.00	50.00	.00	.00	50.00	0%
3.31	ADVERTISING & PUBLIC NOTICES	800.00	.00	800.00	120.88	317.71	482.29	40%
3.32	OTHER PRINTING	600.00	.00	600.00	.00	148.47	451.53	25%
3.41	OFFICIAL BONDS	500.00	.00	500.00	.00	50.00	450.00	10%
3.42	OTHER INSURANCE	13400.00	.00	13400.00	.00	11146.20	2253.80	83%
3.51	GAS	32000.00	.00	32000.00	719.57	14033.41	17966.59	44%
3.52	ELECTRICITY	55000.00	.00	55000.00	3575.42	26353.30	28646.70	48%
3.53	WATER	1500.00	.00	1500.00	41.20	695.83	804.17	46%
3.54	WASTE DISPOSAL SERVICES	2800.00	.00	2800.00	88.47	1494.88	1305.12	53%
3.61	BUILDING & STRUCTURES	9000.00	.00	9000.00	1062.00	8262.98	737.02	92%
3.62	EQUIPMENT	2500.00	.00	2500.00	59.00	1058.09	1441.91	42%
3.71	REAL ESTATE	.00	.00	.00	.00	.00	.00	0%
3.72	EQUIPMENT	250.00	.00	250.00	.00	173.89	76.11	70%
3.8	DEBT SERVICE	.00	.00	.00	.00	.00	.00	0%
3.91	DUES	2200.00	.00	2200.00	.00	70.00	2130.00	3%
3.92	INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.00	.00	0%
3.93	TAXES & ASSESSMENTS	.00	.00	.00	.00	.00	.00	0%
3.94	TRANSFER TO LIRF	7000.00	.00	7000.00	.00	.00	7000.00	0%
3.95	SERVICE CONTRACTS	16670.00	.00	16670.00	264.56	5823.12	10846.88	35%
3.96	PETTY CASH	120.00	.00	120.00	.00	.00	120.00	0%
3.97	INTERVIEWING & MOVING EXP.	250.00	.00	250.00	.00	.00	250.00	0%
3.98	MAINTENANCE CONTRACTS	30000.00	.00	30000.00	738.24	3934.24	26065.76	13%
4.1	LAND	.00	.00	.00	.00	.00	.00	0%
4.2	BUILDINGS	.00	.00	.00	.00	.00	.00	0%
4.3	IMPROVEMENTS OTHER THAN BUILD.	.00	275.00	275.00	.00	72.31	202.69	26%
4.4	FURNITURE & EQUIPMENT	5000.00	3827.90	8827.90	368.60	4296.94	4530.96	49%
4.51	BOOKS	115000.00	.00	115000.00	8076.25	47403.88	67596.12	41%
4.52	PERIODICALS & NEWSPAPERS	35000.00	.00	35000.00	11833.43	24590.14	10409.86	70%
4.53	NONPRINTED MATERIALS	12000.00	.00	12000.00	2925.45	4718.23	7281.77	39%
	-TOTAL-	902208.00	4102.90	906310.90	69728.58	497089.58	409221.32	55%

APPROPRIATION REPORT

----- JASPER COUNTY PUBLIC LIBRARY -----

25 Aug 94

CONSTRUCTION FUND		ANNUAL	CHANGE TO	CURRENT	DISBURSMENTS	DISBURSMENTS	APPROPRIATION
ACNT #	DESCRIPTION	APPROPRIATION	APPROPRIATION	APPROPRIATION	THIS MONTH	YEAR-TO-DATE	BALANCE
3.12	ENGINEERING & ARCH. SERVICES	7560.00	.00	7560.00	.00	.00	7560.00
4.2	BUILDINGS	.00	736.33	736.33	49.50	736.33	.00
4.3	IMPROVEMENTS OTHER THAN BUILD.	52021.00	-13273.75	38747.25	.00	4731.29	34015.96
4.4	FURNITURE & EQUIPMENT	13630.25	15632.51	29262.76	32196.96	47160.38	-17897.62
	-TOTAL-	73211.25	3095.09	76306.34	32246.46	52628.00	23678.34

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 208 W. SUSAN STREET
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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
COR.ENTRY	01090	HERITAGE OFFICE PRODUCTS, IN	-735.29	08 AUG 94	TO CORRECT VOUCHER #01010
VOID ENTR	01093	HERITAGE OFFICE PRODUCTS, IN	-735.29	08 AUG 94	VOID CHECK #013126, VOUCHER
cor. entr	01096	BAKER & TAYLOR	-6274.46	12 AUG 94	correct voucher #00993
003911	01071	BACHMAN, CAROL	362.16	10 AUG 94	PAYROLL
003912	01069	MARLENE BEEDLE	271.25	10 AUG 94	PAYROLL
003913	01075	JULIE A. BEST	132.30	10 AUG 94	PAYROLL
003914	01059	GLENDA BROWN	440.41	10 AUG 94	PAYROLL
003915	01063	RENEE CARR	312.70	10 AUG 94	PAYROLL
003916	01062	LYNN DAUGHERTY	1034.69	10 AUG 94	PAYROLL
003917	01068	JULIE EISELE	268.07	10 AUG 94	PAYROLL
003918	01053	CHARLOTTE FAGEN	587.53	10 AUG 94	PAYROLL
003919	01066	PAMELA FERBER	613.61	10 AUG 94	PAYROLL
003920	01076	GALLINA, KATHLEEN M.	542.26	10 AUG 94	PAYROLL
003921	01067	KIMBERLY GARWOOD	810.47	10 AUG 94	PAYROLL
003922	01077	JENNIFER M. HENDRICKS	152.97	10 AUG 94	PAYROLL
003923	01065	ROSE E. HOWARD	467.36	10 AUG 94	PAYROLL
003924	01072	GAIL M. JUNG	536.45	10 AUG 94	PAYROLL
003925	01060	DIANA KOOTY	109.00	10 AUG 94	PAYROLL
003926	01056	JOAN KOPANDA	341.47	10 AUG 94	PAYROLL
003927	01081	PAMELA D. KYLE	92.36	10 AUG 94	PAYROLL
003928	01078	SHARON K. LEWIS	106.14	10 AUG 94	PAYROLL
003929	01084	LOEHRER, KAREN L.	291.33	10 AUG 94	PAYROLL
003930	01052	MARY K. MARTIN	867.33	10 AUG 94	PAYROLL
003931	01070	CAROL MITCHELL	334.80	10 AUG 94	PAYROLL
003932	01058	BONNIE POWELL	333.42	10 AUG 94	PAYROLL
003933	01054	SHARON SCHULENBERG	436.10	10 AUG 94	PAYROLL
003934	01061	EILEEN SPURGEON	110.82	10 AUG 94	PAYROLL
003935	01079	LYNN M. STALBAUM	75.64	10 AUG 94	PAYROLL
003936	01082	JACK STANDISH	384.86	10 AUG 94	PAYROLL
003937	01055	JILL TACHTIRIS	453.44	10 AUG 94	PAYROLL
003938	01073	TANYA JO TANIS	75.23	10 AUG 94	PAYROLL
003939	01085	NICOLE E. VIROK	102.63	10 AUG 94	PAYROLL
003940	01074	WEBSTER, RACHAEL D.	144.93	10 AUG 94	PAYROLL
003941	01064	WHITED, AMBER	246.26	10 AUG 94	PAYROLL
003942	01057	DIANE WIERS	404.54	10 AUG 94	PAYROLL
003943	01083	MARGARET M. WOODS	267.43	10 AUG 94	PAYROLL
003944	01080	LEANNE YORK	707.08	10 AUG 94	PAYROLL
003945	01117	BACHMAN, CAROL	429.11	25 AUG 94	PAYROLL
003946	01115	MARLENE BEEDLE	275.44	25 AUG 94	PAYROLL
003947	01121	JULIE A. BEST	203.02	25 AUG 94	PAYROLL
003948	01105	GLENDA BROWN	507.80	25 AUG 94	PAYROLL
003949	01109	RENEE CARR	348.95	25 AUG 94	PAYROLL
003950	01108	LYNN DAUGHERTY	1034.69	25 AUG 94	PAYROLL
003951	01114	JULIE EISELE	296.14	25 AUG 94	PAYROLL
003952	01099	CHARLOTTE FAGEN	587.53	25 AUG 94	PAYROLL
003953	01112	PAMELA FERBER	613.61	25 AUG 94	PAYROLL
003954	01122	GALLINA, KATHLEEN M.	565.91	25 AUG 94	PAYROLL
003955	01113	KIMBERLY GARWOOD	810.47	25 AUG 94	PAYROLL

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208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
003956	01132	MOLLY A. GATLIN	37.36	25 AUG 94	PAYROLL
003957	01123	JENNIFER M. HENDRICKS	115.14	25 AUG 94	PAYROLL
003958	01111	ROSE E. HOWARD	494.90	25 AUG 94	PAYROLL
003959	01118	GAIL M. JUNG	536.45	25 AUG 94	PAYROLL
003960	01106	DIANA KOBY	102.58	25 AUG 94	PAYROLL
003961	01102	JOAN KOPANDA	382.27	25 AUG 94	PAYROLL
003962	01127	PAMELA D. KYLE	79.42	25 AUG 94	PAYROLL
003963	01124	SHARON K. LEWIS	81.06	25 AUG 94	PAYROLL
003964	01130	LOEHRER, KAREN L.	315.82	25 AUG 94	PAYROLL
003965	01098	MARY K. MARTIN	867.33	25 AUG 94	PAYROLL
003966	01116	CAROL MITCHELL	364.62	25 AUG 94	PAYROLL
003967	01104	BONNIE POWELL	355.37	25 AUG 94	PAYROLL
003968	01100	SHARON SCHULENBERG	481.70	25 AUG 94	PAYROLL
003969	01107	EILEEN SPURGEON	55.41	25 AUG 94	PAYROLL
003970	01125	LYNN M. STALBAUM	75.64	25 AUG 94	PAYROLL
003971	01128	JACK STANDISH	372.78	25 AUG 94	PAYROLL
003972	01101	JILL TACHTIRIS	496.81	25 AUG 94	PAYROLL
003973	01119	TANYA JO TANIS	133.26	25 AUG 94	PAYROLL
003974	01131	NICOLE E. VIROK	50.28	25 AUG 94	PAYROLL
003975	01120	WEBSTER, RACHAEL D.	119.92	25 AUG 94	PAYROLL
003976	01110	WHITED, AMBER	229.50	25 AUG 94	PAYROLL
003977	01103	DIANE WIERS	446.01	25 AUG 94	PAYROLL
003978	01129	MARGARET M. WOODS	330.91	25 AUG 94	PAYROLL
003979	01126	LEANNE YORK	707.08	25 AUG 94	PAYROLL
013059	00985	A.E. BOYCE CO., INC.	61.92	08 AUG 94	RECEIPT BOOKS-#301 TO #750
013060	00987	ACORDIA PERSONAL BENEFITS, I	235.05	08 AUG 94	QTLY INSURANCE PREMIUM-WIERS
013061	00989	AMBER WHITED	15.00	08 AUG 94	MILEAGE
013062	00990	ASSOCIATED LIBRARIES, INC.	404.67	08 AUG 94	BOOKS
013063	00991	AVC CORPORATION	94.00	08 AUG 94	SERVICE AGREEMENT-AUGUST 199
013064	00992	BAKER & TAYLOR	704.16	08 AUG 94	CONTINUATIONS-BOOKS
013065	00993	BAKER & TAYLOR	6274.46	08 AUG 94	BOOKS,BATAPHONE,R-LEASE BKS,
013065	01097	BAKER & TAYLOR	6274.46	08 AUG 94	BOOKS,BATAPHONE,R-LEASE BKS,
013066	00994	BERNAN	94.44	08 AUG 94	BOOK
013067	00995	BETTY A. HUFF (PAS-TIME BOO	96.18	08 AUG 94	BOOKS
013068	00996	BIERMA HARDWARE, INC.	18.26	08 AUG 94	JANITORIAL SUPPLIES-WH.
013069	00997	BUSINESS COMMUNICATIONS INC.	402.00	08 AUG 94	THOMAS REGISTER OF AMER.MFGS
013070	00998	CAMELOT MUSIC, INC.	1349.72	08 AUG 94	CD'S
013071	00999	CIRCLE "R" MECHANICAL, INC.	216.00	08 AUG 94	SERVICE CALL ON REPLAC.ACTUA
013072	01000	COAST TO COAST	13.57	08 AUG 94	PAINT, KEYS
013073	01001	CUSTOM LAWN CARE	540.00	08 AUG 94	LAWN MOWING,WEEDING,WATERING
013074	01002	DEMCO	159.54	08 AUG 94	BOOK POCKETS, REPLACE.CORD
013075	01003	EBSCO SUBSCRIPTION SERVICES	88.43	08 AUG 94	MAGAZINE SUBSCRIPTIONS
013076	01004	EDUCATORS PROGRESS SERVICE,	31.90	08 AUG 94	BOOK
013077	01005	FACTS ON FILE, INC.	669.85	08 AUG 94	BOOKS
013078	01006	GAIL JUNG	28.85	08 AUG 94	DEMOTTE PETTY CASH-POSTAGE,P
013079	01007	GAIL JUNG	47.21	08 AUG 94	RENSSELAER PETTY CASH-POSTAG
013080	01008	GALE RESEARCH INC.	66.65	08 AUG 94	BOOK
013081	01009	GAYLORD BROS.	1299.46	08 AUG 94	BOOK LABELS, MARC SUBSC.,THE

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208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
013082	01010	HERITAGE OFFICE PRODUCTS, IN	735.29	08 AUG 94	AWARD RIBBONS,ENGRAVING,SERV
013082	01094	HERITAGE OFFICE PRODUCTS, IN	735.29	08 AUG 94	AWARD RIBBONS,ENGRAVING,SERV
013083	01011	HOOK'S DRUGS #162	12.00	08 AUG 94	SUNDAY NEWSPAPERS-JUNE 1994-
013084	01012	INGRAM	151.28	08 AUG 94	VIDEOS,MICROFICHE SUBSCRIPTI
013085	01013	INCOLSA	12.50	08 AUG 94	INTRODUCTION TO INTERNET-EIS
013086	01014	JOURNAL AND COURIER	60.00	08 AUG 94	NEWSPAPER-RENS. 7/28/94-1/11
013087	01015	KOLORTECH, INC.	256.24	08 AUG 94	FLUORESCENT LIGHTS
013088	01016	LDDS COMMUNICATIONS	803.08	08 AUG 94	DATA LINES & LONG DISTANCE C
013089	01017	LIBRARY ADMINISTRATOR'S DIGE	16.00	08 AUG 94	BIENNIAL INDEX SUBSCRIPTION
013090	01018	LINDA WILLIAMS	130.00	08 AUG 94	SUBSTITUTE JANITOR-DEM. & WH
013091	01019	LYNN DAUGHERTY	89.75	08 AUG 94	INTERNET WORKSHOP, MILEAGE,
013092	01020	MANUFACTURERS' NEWS, INC.	107.25	08 AUG 94	DIRECTORY-BOOKS
013093	01021	MARGE HOHNER	13.00	08 AUG 94	MILEAGE-JULY BOARD MTG.
013094	01022	MARLA PORTER	20.00	08 AUG 94	WINTER READING PRIZE-WHEATFI
013095	01023	MARY K. MARTIN	122.11	08 AUG 94	MILEAGE, POSTAGE
013096	01024	MECKLER	65.96	08 AUG 94	OPAC GUIDE - T.S. DEPT.
013097	01025	MOOLENAAR & HUGHES PROF.LAWN	45.00	08 AUG 94	INSECT CONTROL-WHEATFIELD
013098	01026	NIALSA	31.63	08 AUG 94	INTERLIBRARY LOAN POSTAGE-2N
013099	01027	NIPSCO	775.06	08 AUG 94	JULY SERVICE-WHEATFIELD & DE
013100	01028	NORTHWESTERN INDIANA TELEPHO	152.13	08 AUG 94	TELEPHONE SERVICE-AUGUST-DEM
013101	01029	PAM FERBER	368.60	08 AUG 94	BATHROOM FIXTURES & LIGHTS-W
013102	01030	PERMA-BOUND	414.15	08 AUG 94	BOOKS
013103	01031	PHILIP HOWARD	60.00	08 AUG 94	JULY LAWN CARE-WHEATFIELD
013104	01032	PUBLISHER'S CHOICE	22.45	08 AUG 94	VIDEOCASSETTE
013105	01033	QUILL	54.57	08 AUG 94	BINDERS, DISKETES, FILE FOLD
013106	01034	REED REFERENCE PUBLISHING	243.91	08 AUG 94	AM LIBRARY DIRECTORY 94-95
013107	01035	RENSSELAER REPUBLICAN	120.88	08 AUG 94	BUDGET ADVERTISEMENT
013108	01037	SCHNAIBLE SERVICE & SUPPLY C	137.10	08 AUG 94	PAPER TOWELS,TP,HAND TOWELS,
013109	01038	SECURITY COURIERS, INC.	264.56	08 AUG 94	TRANSPORT-6/24 TO 7/8/94
013110	01039	TIME-LIFE EDUCATION	114.65	08 AUG 94	BOOKS
013111	01040	TOWN OF DEMOTTE, c/o DEMOTTE	18.72	08 AUG 94	SEWER SERVICE-JUNE-DEMOTTE
013112	01041	USA TODAY	107.00	08 AUG 94	ANNUAL NEWSPAPER SUBSCRIPTIO
013113	01042	WALSTRA FINE CUT	66.00	08 AUG 94	LAWN MOWING-JUNE-DEMOTTE
013114	01043	WESTCHESTER PUBLIC LIBRARY	73.00	08 AUG 94	NILBA MEETING-8/31/94-EGAN,H
013115	01044	WVTA LIBRARY NETWORK	20.00	08 AUG 94	7TH ANNUAL REFERENCE UPDATE-
013116	01045	INFORMATION ACCESS COMPANY	9762.00	08 AUG 94	WORKSTATION, MAG. INDEX & SE
013117	01046	BOUMA-BETTEN OF INDIANA, INC	49.50	08 AUG 94	CEILING TILES-DEMOTTE BLDG.
onstr. Fund	013118	CROWN COMPUTER	14865.50	08 AUG 94	COMPUTER REPAIR,CD-ROM WORKS (Less \$135.-Oper. Fund)
	013119	DEMOTTE GLASS	100.01	08 AUG 94	MIRROR & INSTALL.-DEMOTTE BL
	013120	ENTRE COMPUTER CENTER	15477.00	08 AUG 94	CD ROM WORKSTATIONS, MONITOR
	013121	HERITAGE OFFICE PRODUCTS, IN	170.10	08 AUG 94	TYPEWRITER-SWINTEC 85-DEMOTT
	013122	HIGHSMITH CO INC	1964.75	08 AUG 94	VISIBLE FILE,MAG COVERS,OPAG (Less \$245.40-Oper.Fund)
	013123	BANK ONE	4187.28	10 AUG 94	FICA & FED TAXES WITHHELD 10
	013124	INDIANA DEFERRED COMPENSATIO	135.00	10 AUG 94	WITHHELD FROM 10 AUG 94 PAYR
	013125	CITY OF RENSSELAER	3630.88	08 AUG 94	RENSSELAER-JUNE UTILITIES
	013126	HERITAGE OFFICE PRODUCTS, IN	735.29	08 AUG 94	AWARD RIBBONS, ENGRAVING, SE
	013128	UNITED TELEPHONE COMPANY	611.86	08 AUG 94	TELEPHONES-AUGUST & DATA LIN
	013129	BANK ONE	4407.04	25 AUG 94	FICA & FED TAXES WITHHELD 25

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208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
013130	01134	INDIANA DEFERRED COMPENSATIO	135.00	25 AUG 94	WITHHELD FROM 25 AUG 94 PAYR
013131	01135	INDIANA DEPARTMENT OF REVENUE	1424.30	25 AUG 94	STATE & COUNTY TAX WITHHELD
013132	01136	UNITED TELEPHONE COMPANY	117.60	25 AUG 9	WHEATFIELD-TELEPHONES-AUGUST
013133	01137	ACORDIA PERSONAL BENEFITS, I	377.49	25 AUG 94	INS.PREMIUM-8/1 TO 11/1/94-J
--TOTAL AMOUNT OF CLAIMS--			101331.83		

\$31,918.39 Transferred from DeMotte State Bank to Bank One Checking to satisfy State Depository Laws. F4.4
\$26,996.05 Transferred from First of America Bank to Bank One Checking to satisfy State Depository Laws.
\$10,792.27 Transferred from Indiana Federal Bank for Savings to Bank One Checking to satisfy State Depository Laws.
\$ 9,944.35 Transferred from NBD Bank, N.A. to Bank One Checking to satisfy State Depository Laws.
\$ 2,710.98 Transferred from First Federal Savings Bank to Bank One Checking to satisfy State Depository Laws.

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 4 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 101331.83. Dated 29 AUG 94.

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

August 25, 1994

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES.....			\$1,587.62	\$12,230.89
DeMotte	\$536.60	\$4,186.02		
Rensselaer	\$666.93	\$5,394.60		
Wheatfield	\$384.09	\$2,650.27		
PHOTOCOPIES.....			\$407.17	\$3,936.61
DeMotte	\$157.40	\$1,537.95		
Rensselaer	\$190.72	\$1,783.77		
Wheatfield	\$59.05	\$614.89		
CARDS.....			\$7.00	\$489.00
DeMotte	\$1.00	\$206.00		
Rensselaer	\$4.00	\$252.00		
Wheatfield	\$2.00	\$31.00		
PLAC FUND.....			\$0.00	\$80.00
GIFT FUNDS.....			\$273.00	\$3,039.87
DeMotte	\$238.00	\$453.00		
Rensselaer	\$35.00	\$2,378.42		
Wheatfield	\$0.00	\$208.45		
INTEREST.....			\$475.60	\$7,959.17
RECIPROCAL BORROWING.....			\$0.00	\$0.00
INVESTMENTS.....			\$0.00	\$200,000.00
TAXES.....			\$0.00	\$599,262.17
Local Option/Certified Shares	\$0.00	\$158,051.50		
Local Option/Property Tax Repl.	\$0.00	\$13,972.50		
Property Tax	\$0.00	\$386,583.80		
Financial Institution Tax	\$0.00	\$1,520.50		
License Excise Tax	\$0.00	\$36,328.49		
State Distribution	\$0.00	\$2,805.38		
REFUNDS.....			\$475.00	\$858.52
Baker & Taylor-Postage	\$0.00	\$106.25		
D. Menken-Video Repair	\$0.00	\$4.50		
City of Mesa,Az-ILL Postage	\$0.00	\$1.61		
Demco-Returned old product	\$0.00	\$251.16		
McGraw-Hill (overpayment-199	\$0.00	\$20.00		
Sales of Copier & Typewriter	\$475.00	\$475.00		

TOTAL RECEIPTS

\$3,225.39

\$827,856.23

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208 W. SUSAN STREET
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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
013134	01138	ALSA 2	88.50	29 AUG 94	INPLACE WORKSHOP-DAUGHERTY,1
013135	01139	ASSOCIATED LIBRARIES, INC.	103.78	29 AUG 94	BOOKS
013136	01140	AVC CORPORATION	94.00	29 AUG 94	SERVICE CONTRACT-SEPT, 1994
013137	01141	BAKER & TAYLOR	509.81	29 AUG 94	CONTINUATIONS-BOOKS
013138	01142	BAKER & TAYLOR	2704.27	29 AUG 94	BOOKS, GIFT FUND BOOKS, CASS
013139	01143	BANK ONE, INDIANAPOLIS, NA	550.00	29 AUG 94	REGISTAR'S ANNUAL FEE
013140	01144	BETTER CONTAINERS MFG. CO. I	163.64	29 AUG 94	BOOK BAGS-DEM. & RENS.
013141	01145	BETTY A. HUFF (PAS-TIME BOO	1716.28	29 AUG 94	BOOKS & CASSETTES
013142	01146	BIERMA HARDWARE, INC.	42.00	29 AUG 94	POSTAGE-RETURN PROGRAMMING C
013143	01147	CAMPBELL PRINTING COMPANY	156.00	29 AUG 94	LETTERHEADS & ENVELOPES
013144	01148	CAREER TRACK INC.	49.00	29 AUG 94	COMMUNICATION SEMINAR-DAUGHE
013145	01149	CHILDRENS PRESS	153.36	29 AUG 94	BOOKS
013146	01150	CIRCLE "R" MECHANICAL, INC.	54.00	29 AUG 94	MTNCE OF CIRCULATION PUMP-DE
013147	01151	CITY OF RENSSELAER	2768.33	29 AUG 94	RENSSELAER-JULY UTILITIES
013148	01152	CUSTOM LAWN CARE	425.00	29 AUG 94	LAWN CARE-JULY-RENSSELAER LI
013149	01153	DYKE'S ELECTRIC INC.	86.00	29 AUG 94	INSTALLATION OF LIGHT FIXTUR
013150	01154	FACTS ON FILE, INC.	263.30	29 AUG 94	BOOKS
013151	01155	FASE'S	49.50	29 AUG 94	REDOUT FOR WATER SOFTNER-DEM
013152	01156	GALE RESEARCH INC.	812.69	29 AUG 94	CD-ROM (CONTEMPORARY AUTHORS
013153	01157	GAYLORD BROS.	409.77	29 AUG 94	OVERDUE NOTICES
013154	01158	GREAT GATHERINGS	9.88	29 AUG 94	PROGRAM MATERIALS-WHEATFIELD
013155	01159	HP PRODUCTS CORP.	309.14	29 AUG 94	CLEANING SUPPLIES
013156	01160	IAC T ROSTER	55.00	29 AUG 94	BOOKS
013157	01161	INCOLSA	75.00	29 AUG 94	INTRO TO MICROCOMPUTERS & DO
013158	01162	INGRAM	34.55	29 AUG 94	VHS
013159	01163	KATHLEEN GALLINA	48.25	29 AUG 94	VOLUNTEER APPRECIATION DAY,
013160	01165	KIMBERLY GARWOOD	26.45	29 AUG 94	MILEAGE, AUDIOCASSETTES
013161	01166	LYNN DAUGHERTY	63.25	29 AUG 94	MILEAGE
013162	01167	MARGE HOHNER	13.00	29 AUG 94	MILEAGE-AUG.BOARD MTG.
013163	01168	MARY K. MARTIN	83.50	29 AUG 94	MILEAGE
013164	01169	MONTGOMERY ELEVATOR COMPANY	682.44	29 AUG 94	ANNUAL MTNCE CONTRACT-ELEVAT
013165	01170	MOOLENAAR & HUGHES PROF.LAWN	80.00	29 AUG 94	WEED & INSECT CONTROL-DEMOTT
013166	01171	NATIONAL SEMINARS GROUP	237.00	29 AUG 94	LEADERSHIP SEMINAR-DAUGHERTY
013167	01172	NIALSA	60.00	29 AUG 94	VIDEO TAPE REPAIR WKSHP.-BAC
013168	01173	NIPSCO	5016.49	29 AUG 94	DEMOTTE UTILITIES-JULY & JUN
013169	01174	PAM FERBER	24.47	29 AUG 94	MILEAGE, PROGRAM MATERIALS-W
013170	01175	POSTMASTER GENERAL	522.00	29 AUG 94	29 CENT STAMPS-1800 SELF-STI
013171	01176	PRECISION CONTROL SYSTEMS, I	1486.00	29 AUG 94	SERVICING BLDG. EQUIPMENT-DE
013172	01177	PRO CD, INC.	399.00	29 AUG 94	PROPHONE & SUBSCRIPTIONS
013173	01178	ROBINSON DIRECTORIES, INC.	384.50	29 AUG 94	BUSINESS DIRECTORIES
013174	01179	SCHNAIBLE SERVICE & SUPPLY C	129.92	29 AUG 94	JANITORIAL PAPER PRODUCTS
013175	01180	SECURITY COURIERS, INC.	496.05	29 AUG 94	TRANSPORT SERVICE-7/15 TO 8/
013176	01181	SUDANCO AFFORDABLE ALTERNATI	379.80	29 AUG 94	THERMAL RECEIPT PAPER
013177	01182	TEETERS CULLIGAN	9.95	29 AUG 94	JULY RENTAL OF WATER COOLER-
013178	01184	WAL-MART STORES, INC.	11.76	29 AUG 94	SUMMER READING PROGRAM SUPPL
013179	01185	WALSTRA FINE CUT	156.00	29 AUG 94	JULY LAWN CARE-DEMOTTE
013180	01186	INDIANA FARMERS MUTUAL INSUR,	1680.00	29 AUG 94	WORKMEN'S COMP.POLICY-9/18/9
onstr. 013181	01187	AFFORDABLE COMMUNICATIONS	275.00	29 AUG 94	HANDSET & RELOCATE PHONE LIN (Less \$25.-Oper.Func

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

26 Aug 94

PAGE 2

	Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
onstr.	013182	01188	CROWN COMPUTER	135.00	29 AUG 94	INSTALL INFOTRACT CD & TRAIN
Fund	013183	01189	GAYLORD BROS.	649.00	29 AUG 94	DESKTOP & CABLE, MTNCE ON NE
	013184	01190	HP PRODUCTS CORP.	173.01	29 AUG 94	12' FIBERGLASS LADDER-DEMOTT
	013185	01191	MIDWEST VISUAL EQUIPMENT CO.	216.36	29 AUG 94	TAPE RECORDERS & MICROPHONE

--TOTAL AMOUNT OF CLAIMS-- 25121.00

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 2 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 25121.00. Dated 29 AUG 94.

_____	_____
_____	_____
_____	_____
_____	_____

CIRCULATION STATISTICS

[illegible]

PERCENT INCREASE/DECREASE	4.5%	-3.7%	-3.2%
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END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
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Total Materials Owned	29199	42762	22206
Total Titles Owned	27266	39185	20190
Daily Avg Circulation	298	316	129

MONTHLY SYSTEM STATISTICS	1993	1994	% change
Circulation	20146	20056	-0%

Jan. to date circulation	172034	178024	3%
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WHEATFIELD COLLECTION

MONTH
END

V
O
L
U
M
E
S

ADULT BOOKS

Nonfiction

Nonfiction

6 6 MAGAZINES, ADLT
0 0 MAGAZINES, CH

3 3 GRAPHIC MAT'L

0 0 MICROFORMS

1224	1086	1226	1088	SOUND REC.,ADULT
1	1	1	1	SOUND REC., CH
1	1	1	1	CD ROM SOFTWARE
113	58	113	58	SOFTWARE
		0	0	VERTICAL FILE
523	470	523	470	VHS
		0	0	EQUIPMENT

28931	27062	29199	27266	42656	38983	42889	39312	22120	20135	22206	20190	TOTAL
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(XXX)

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
August 1994

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
REGISTRATIONS				
Borrowers--Beginning of month:	4579	4820	1834	11233
Added this month	133	162	31	326
Withdrew this month	60	64	4	128
Total registered	4652	4918	1861	11431
Non-resident, paying	31	34	0	65
PLAC card users	3	2	0	5
Reciprocal borrowers	95	59	5	159
XX				
INTRALIBRARY LOANS FILLED	187	139	96	422
LOCAL HISTORY				
In person	10	36	1	47
Letters	1		0	1
IN-HOUSE USE - HARDWARE/SOFTWARE				
Computer agreements	8	130	44	182
Software used	8	149	59	216
VCR Use	1			1
Microforms	10	72		82
Other	8	3	1	12
XX				
INTERLIBRARY LOANS				
Requests made for:	56	88	23	167
Items rec'd for:	57	53	18	128
Items outstanding:	-1	35	5	39
Items from Indiana libraries	37	34	15	86
Items requested by other libraries				0
Items supplied to other libraries				0
Info requests answr'd for other libraries				0
Info sent to other libraries				0

CIRCULATION BY ITEM FINE CODE
August 1994

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	27	28	16	71
100 (1)	61	45	17	123
200 (2)	56	37	20	113
300 (3)	154	198	69	421
400 (4)	7	7	2	16
500 (5)	47	49	29	125
600 (6)	517	386	264	1167
700 (7)	238	229	76	543
800 (8)	36	51	22	109
900 (9)	97	114	23	234
B (10)	77	73	36	186
j000 (11)	5	15	9	29
j100 (12)	11	20	1	32
j200 (13)	8	7	1	16
j300 (14)	54	40	28	122
j400 (15)	7	2	0	9
j500 (16)	167	104	63	334
j600 (17)	78	70	50	198
j700 (18)	112	227	21	360
j800 (19)	26	10	3	39
j900 (20)	8	17	15	40
JB (21)	14	15	11	40
FIC (22)	1315	1685	532	3532
yaFIC (23)	63	156	23	242
LARGE PRINT (24)	72	90	42	204
jFIC (25)	360	401	136	897
jE (26)	1067	1496	417	2980
jER (27)	393	221	40	654
Magazines (28)	758	399	234	1391
Games/Toys (29)	0	18	0	18
Filmstrips (30)	0	0	0	0
Microforms (31)	0	0	0	0
Cassettes (32)	166	176	34	376
jCassettes (33)	63	77	31	171
Compact Discs (34)	170	305	335	810
jCompact Discs (35)	5	2	2	9
Sound Recordings (36)	3	7	5	15
jSound Recordings (37)	0	5	3	8
Software (38)	0	0	0	0
Vertical File (39)	99	158	1	258
Equipment (40)	2	3	0	5
yapFIC (41)	377	231	182	790
jpFIC (42)	288	188	28	504
Reference (43)	57	56	19	132
Genealogy (44)	0	0	0	0
jMagazines (45)	72	8	26	106
VHS (46)	504	756	514	1774
Free reads	399	338	116	853
Puzzles				0
Talking books				0
TOTAL	8040	8520	3496	20056

CIRCULATION BY PATRON CODE
August 1994

	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
PATRONS	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total
Adult Male (0)	831	11.1%	867	10.9%	365	10.9%	2063	11.0%
Adult Female (1)	3905	52.2%	4139	51.9%	1987	59.1%	10031	53.3%
Juvenile 0-11 (2)	1441	19.3%	1388	17.4%	397	11.8%	3226	17.1%
YA 12-17 (3)	446	6.0%	565	7.1%	357	10.6%	1368	7.3%
Nonresident No Fee (4)	128	1.7%	292	3.7%	6	0.2%	426	2.3%
Board/Staff (5)	296	4.0%	379	4.8%	220	6.5%	895	4.8%
School (6)	0	0.0%	61	0.8%	0	0.0%	61	0.3%
St. Joseph College (7)	0	0.0%	14	0.2%	0	0.0%	14	0.1%
State Library Card (8)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee (9)	127	1.7%	118	1.5%	4	0.1%	249	1.3%
Corporate (10)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal (11)	310	4.1%	145	1.8%	25	0.7%	480	2.6%
Total	7484		7968		3361		18813	
Total items borrowed by nonresidents	565	7.5%	630	7.9%	35	1.0%	1230	6.5%

JASPER COUNTY PUBLIC LIBRARY PROGRAMS
August 1994

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Children's Programs (0-13)			12	12
Number attending			184	184
YA Programs (14-17)	1	1	1	3
Number attending	53	20	13	86
Adult Programs	4	7	6	17
Number attending	81	112	144	337
Senior Citizen Programs				0
Number attending				0
TOTAL NO. OF PROGRAMS	5	20	7	32
TOTAL PERSONS ATTENDING	134	316	157	607

OCT.

AGENDA

October 10, 1994

**Jasper County Public Library Board of Trustees
Monthly Meeting
Rensselaer Library Meeting Room
7:00 PM**

Opening of meeting

Purpose

- A. Moment of silence
- B. Approval of agenda format, including requested changes to consent agenda

Action

Approval of Consent Agenda Items

Action

- A. Minutes (R 1-2)
- B. Bills/Financial Reports (F)
- C. Salary Ordinance (R3-4)
- D. Request for additional payment: T & J General Repair (R 12)

General Business

- A. Library Mission Statement and Goals (R5-6)
- B. Reference Specialists: Annual report
- C. Policy Recommendations (R7-R11)
- D. Nominating committee appointments
- E. End of the year meeting date: late December (R12)

Action

Information

Action

Presidential action

Action

Director's Report (R12-R14)

Information

Items for future Agendas

Public Forum

Adjournment

Refreshments will be available at 6:45 PM if you'd like to come early and socialize.

Minutes.....August 29, 1994
Monthly Meeting Rensselaer Library
JASPER COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES 7:00 PM

Present: Marge Hohner, Robert Souza, Miriam Lawyer, Wilbur Doty, Anne-Marie Egan, and Barbara Leestma. Mary Linda Casey was absent.

1. **AGENDA:** The agenda was approved on a motion by Miriam Lawyer, seconded by Anne-Marie Egan. Motion passed.
2. **CONSENT AGENDA:** Robert Souza made a motion to accept the Consent Agenda which included the Minutes, Bills/Financial Reports, Salary Ordinance, Advance Draw Request, Approval of Workshops, and the Resolution to Reduce the 1994 Operating Budget. Anne-Marie Egan seconded the motion. Vote was unanimous.
3. **1995 BUDGET & APPEAL APPROVAL:** Upon reviewing these items, the Board voted unanimously to approve a motion made by Miriam Lawyer, seconded by Anne-Marie Egan, to adopt the 1995 Library Operating Fund in the amount of \$1,092,236, Library Improvement Reserve Fund for \$15,580, and the Bond & Interest Redemption Fund for \$437,015 which allows for a tax levy of 20.23 cents for the Library Operating Fund and 13.47 cents for BIRF on each one hundred dollars of assessed valuation; and resolved to appeal for relief from tax levy limitations in the amount of \$104,334.
4. **CHILDREN'S SPECIALIST REPORT:** Charlotte Fagen, Diane Wiers, and Kathleen Gallina gave a synopsis of the year's program which encompassed babies through high schoolers, Teacher Reacher, visits to the schools, winter & summer reading, youth auction, etc. This was the first year the summer reading program had been extended to eight weeks. However, they each have received feedback from patrons that it was too lengthy considering the longer school year, 4-H, children's theater, and other summer activities for the kids. Young Adult programs were the least well attended. The Board expressed their feelings on the great job they are doing with all the programs and the ways they have encouraged the children to READ.
5. **POLICY RECOMMENDATIONS:** The Policy Committee recommended changing the Holiday Policy by giving an employee's birthday off and deleting President's Day as a paid holiday. The revised Holiday Policy, Library Board Privileges Policy, Library Staff Privileges Policy, Library Behavior Policy as presented were approved on a motion made by Miriam Lawyer, seconded by Marge Hohner. All were in favor.
6. **DIRECTOR'S REPORT:** Bonnie Powell, Rensselaer Library Assistant, is on sick leave. If she uses her remaining sick days and vacation time, she will be paid thru Sept. 14. Other staff will be asked to work extra hours when necessary. Eileen Spurgeon is working 5 hours less per week as of August 1, 1994. With the shortage of personnel and extra hours available, a request to hire a page for five hours on Saturdays was granted on a motion by Barbara Leestma, seconded by Miriam Lawyer. Motion passed 6-0.

On Tuesday, October 4, 1994, from 11:30-1:30 there is an International Video Conference on the Electronic Library of the future. All Board Members are invited to attend this two-hour presentation. The place is still to be determined. If you are able to attend, contact Lynn.

Final arrangements are being made for the retreat at Ancilla College, September 16-17. There will be only two staff representatives rather than three as previously planned. Sandwiches and chips will be available upon arrival on Friday evening.

7. **FUTURE AGENDAS:** Retreat Comments.

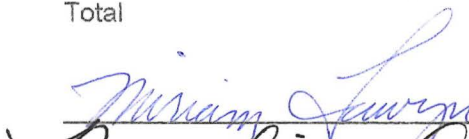
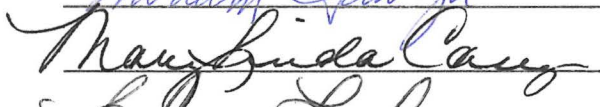
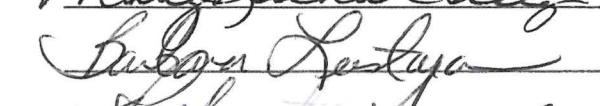
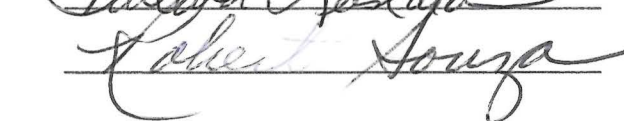
At 7:58 PM Barbara Leestma moved to adjourn, Marge Hohner seconded.

Margaret Hohner
Margaret Hohner, Secretary

Mary Lunda Casey
Attest: Wilbur Doty, President
Vice

Salary Ordinance 1994: Rev.10/94

Name	Classification	Present Hrly Wage	Annual Salary	Hrs Worked	Library
Bachman, Carol	Specialist 1	\$6.73	\$13,528.80	40	R
Barlow, Kellie	Page	\$4.25	\$255.00	10	R Res. 2/16
Beedle, Marlene	Lib. Asst. 1	\$5.99	\$7,475.52	24	D
Best, Julie	Clerk	\$4.50	\$3,014.25	15	R
Brown, Glenda	Specialist 1	\$7.41	\$15,412.80	40	R
Bykerk, Jill	Page	\$4.40	\$1,193.18	10	D Res. 6/30
Carr, Renee	Lib. Asst 1	\$6.48	\$10,782.72	32	D
Daugherty, Lynn	Director	\$18.08	\$37,606.40	40	R
Eisele, Julie	Lib. Asst. 1	\$5.50	\$7,587.30	35	R
Fagen, Charlotte	Specialist 2	\$8.47	\$17,617.60	40	D
Ferber, Pam	Librarian	\$12.98	\$21,598.72	32	W
Gallina, Kathleen	Specialist 2	\$8.47	\$17,294.80	40	R Effective 8/1
Garwood, Kim	Librarian	\$13.21	\$27,438.44	40	R
Gatlin, Mollie	Page	\$4.25	\$1,105.00	10	D
Hendricks, Jennifer	Page	\$4.40	\$2,253.00	10	D
Howard, Rose	Janitor	\$7.55	\$15,704.00	40	D, W
Jung, Gail	Admin. Asst	\$8.17	\$17,000.05	40	R
Kooy, Diana	Lib. Asst 2	\$7.29	\$3,032.64	8	D
Kopanda, Joan	Lib. Asst 2	\$7.29	\$12,130.56	32	D
Kyle, Pamela	Page	\$4.30	\$2,222.00	10	R
Lewis, Sharon	Clerk	\$5.17	\$2,526.00	10	R
Loehrer, Karen	Lib. Asst. 1	\$5.00	\$5,705.00	35	R
Martin, Mary	Tech Serv Libn	\$14.42	\$29,993.60	40	R
Mitchell, Carol	Lib. Asst. 2	\$6.09	\$11,083.80	35	R
Padgitt, Kathi	Specialist 1	\$7.07	\$5,938.80	40	R Res. 6/3
Powell, Bonnie	Lib Asst 1	\$6.97	\$10,873.20	30	R
Reed, Patricia	Lib Asst I	\$5.99	\$3,986.19	35	R Res. 5/24
Schulenberg, Sharon	Spec. Serv Libr	\$9.31	\$16,944.20	35	R
Spurgeon, Eileen	Clerk	\$6.00	\$2,460.00	5	R
Stalbaum, Lynn	Page	\$4.40	\$2,250.00	10	W
Standish, Jack	Janitor/Mainter	\$7.00	\$9,764.30	29	R Effective 7/1
Tachtiris, Jill	Specialist 1	\$7.75	\$16,120.00	40	D
Tanis, Tanya	Page	\$4.40	\$1,573.35	10	D Res. 9/30?
Thone, Betty	Clerk	\$6.00	\$0.00	5	D Res. 6/29
Virok, Nicole	Page	\$4.25	\$1,212.50	10	R
Webster, Rachael	Clerk/Page	\$4.86	\$4,653.65	25	D
Whited, Amber	Lib. Asst I	\$5.99	\$7,475.52	24	W
Wiers, Diane	Specialist 1	\$7.41	\$15,412.00	40	W
Woods, Peggy	Lib Asst I	\$5.50	\$9,224.00	34	W
York, Leanne	Librarian	\$11.54	\$23,177.60	40	D
	Page	\$4.25	\$276.25	5	R Effective 10/1
Total			\$414,902.74		

MEMORANDUM

Staff Changes/ Salary Ordinance

Summary: I ask that you approve the automatic salary increase for Leanne York. She will receive her increase after a satisfactory job performance evaluation has been completed.

This salary ordinance also includes a change in job hours and title for Rachael Webster at DeMotte. In addition to her 15 hours as a clerk, we wish to add 10 hours as a page. Those hours are currently held by Tanya Tanis who is leaving at the end of September. The salary listed is adjusted downward from Rachael's former salary (5.17 per hour) since part of her hours will now be spent in a lower-paying position.

Discussion: We do not feel that we can get along without those 10 hours of page assistance at DeMotte. DeMotte is already doing without the 16 hours of clerical assistance of Betty Thone.

Vote: To adopt the revised September 1994 Salary Ordinance as presented.

MEMORANDUM

Long Range Plan: Mission and Goals

Summary: You will need to officially adopt the Mission Statement and Goals for our 1995-1999 Long Range Plan. In restating the goals (R 6), I have included suggestions for rewording of two goals which are stated as on-going processes, not as end results.

Discussion: I think all who attended will agree that we accomplished a great deal at our Planning Retreat. We should feel very pleased with ourselves!

As staff and board members reflected on the goals set at the Retreat, some felt that some rewording was in order so that the goals reflect an end result instead of an on-going activity.

As Dan Cain's planning manual states, "Giving final approval after the planning session allows board members to spend some time thinking about the goals before we take the next step. It also allows us time to rework the wording into final form." John Longfellow concurred with this statement.

Next Step(s). All staff have signed up for task forces to develop the objectives and action plans necessary to reach each of the goals. Once the Board has formally approved the Mission Statement and Goals, the staff will begin work. They will bring their proposals to you at the February 1995 board meeting.

Vote: The Jasper County Public Library Board adopts the Mission Statement as written on p.R 5b.

The Jasper County Public Library Board adopts the goals for 1995-1999 as written on p. R 6 (or as revised).

JASPER COUNTY PUBLIC LIBRARY

MISSION STATEMENT

**We are a resource for
information and personal
recreation.**

GOALS

1. Review staff, compensation, benefits and training.

(Possible rewording: Upgrade staff, compensation, benefits and training wherever needed and financially feasible.

or

Ensure that the library is providing its communities with well-trained, experienced, service-oriented personnel to meet users' needs effectively and promptly, by regularly reviewing staff size, compensation, benefits and training.)

2. Increase library use by 10% per year.

3. Supply answers to 90% of information requests within 24 hours.

4. Study specialization of branches and/or staff.

(Possible rewording: Specialize individual collections and promote resource sharing both internally and externally, whenever feasible, to more effectively utilize the library's financial resources.)

MEMORANDUM

Policy Revisions Policy Committee Recommendations

Summary: Facsimile (FAX) Machine Policy has the following changes:

1. The staff will no longer judge whether a patron can wait until the next transport to obtain material from another library. FAX will be used when a patron does not wish to wait.
2. The policy clarifies the fact that the \$3.00 charge is for use of the service and is not determined by whether long distance charges are incurred by the transmission.
3. It addresses the additional cost of international FAX calls.
4. Staff and board fee is changed to 20 cents per page to match patron charges.
5. We will no longer require that a cover letter be sent with a FAX. That will be left up to the patron.

Staff Complaint Policy: This is an entirely new policy. It has been recommended that all libraries have such a policy to assure that all employees are treated fairly and equitably and that the work of the library may be carried out in an orderly way. It is intended to provide a means for resolving differences at the lowest possible level.

The conditions under which employees may carry complaints beyond the management staff and Director to the Board have been carefully circumscribed to ensure that staff understand that authority rests in the hands of their supervisors and director. Only in certain serious instances where an employee feels that law, ethics or the Board's own directives are being disobeyed can complaints be submitted to the Board. This provision was included on the advice of Dan Cain at the workshop held in April.

This policy has been approved as written by the Board's attorneys.

Next Step(s): We recommend that these revised policies be adopted by the JCPL board.

Vote: To adopt the FAX Policy and the Staff Complaint Policy as presented by the Policy Committee.

FACSIMILE (FAX) MACHINES POLICY

1. The FAX machine will be used by staff when they need to communicate quickly with each other.
2. If a patron from one branch needs information available at another branch and cannot wait until the next transport, the request may be FAXed.
3. There will be no charge for the first five pages of library materials FAXed for a patron. If more than five pages are needed, the charge is 20 cents per page for the additional pages.

PATRON REQUESTS OUTSIDE OUR LIBRARY SYSTEM;

1. FAX machines are available for patron use. Charges are as follows for sending or receiving transmissions for the public:

In county residents:	\$3.00 for the first page and 20 cents for each additional page
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Out-of-county residents:	\$4.00 for the first page and 20 cents for each additional page
--------------------------	---

2. Staff and Board members will be charged 15 cents per page for personal use of the FAX machine. No flat fee will be charged.
3. A cover letter is to be used for all transmissions being sent outside our library system. This page will be included in page charges.

6/92

FACSIMILE (FAX) MACHINE POLICY

(draft)

The Fax machine will be used by staff when they need to communicate quickly with each other. It will also be used when a patron from one branch needs information available at another branch and does not wish to wait for it until the next transport.

There will be no charge for the first five pages of library materials FAXed for a patron. If more than five pages are needed, the charge is 20 cents per page for the additional pages.

PATRON REQUESTS TO USE FAX SERVICE:

Fax machines are available for patron use. Charges are as follows for sending or receiving transmissions for the public within the continental U.S. *(regardless of whether transmissions incur long distance charges)*:

In county residents: \$3.00 for the first page and 20 cents for each additional page

Out-of-county residents: \$4.00 for the first page and 20 cents for each additional page

Any patron sending a FAX out of the U.S. will initially pay the above amount. Any additional costs will be charged to his/her library account.

Staff and Board members will be charged 20 cents per page for personal use of the FAX machine. No flat fee will be charged.

(Left out statement about cover letter).

9/94

STAFF COMPLAINT POLICY

(DRAFT)

A complaint is an employee's feeling of dissatisfaction expressed on a signed statement and dealing with some aspect of his/her employment or with some decision affecting him/her.

The employee shall be free from restraint, coercion, discrimination, or reprisal for filing a complaint. The complaint may be concluded at any stage by mutual decision.

When more than one employee is part of a complaint, all employees who are party to the complaint shall be named on the written complaint statement. Individuals who subsequently wish to withdraw from the complaint shall notify the administration in writing.

No employee may file a complaint solely on behalf of another employee.

1. Employee problems of any nature are first handled informally by discussion with the immediate supervisor. If the problem remains after a sincere effort to find a solution, it may be handled through the following procedure:
 - A. The employee shall inform his/her immediate supervisor of the complaint in writing within two weeks of the informal discussion. The written statement must be signed by the complainant(s) and include the name of the complainant(s), date of the complaint, statement of the complaint, date discussed with supervisor, and the specific resolution desired by the complainant.
 - B. The supervisor will arrange a meeting with the complainant(s), the supervisor and the Director, normally within 10 working days of the receipt of the written Complaint Form. In a case where the Director is the immediate supervisor, the Director will choose a third employee to participate in the discussion.
 - C. The Director shall make a determination and furnish the complainant with a written response to the complaint within seven working days.

2. The decision of the Director shall be final except that the complainant may appeal a complaint determination to the Library Board when:
 1. The employee contends that Board policy has been erroneously interpreted or capriciously applied to his/her harm.
 2. The employee contends Board policy itself is unfair, inhumane or in violation of his/her human rights
 3. The employee expresses a concern with the ethics of assignments given in his/her job.

The appeal to the Board can only be made after internal complaint procedures have been exhausted, and must be made within 10 days of the Director's final determination. The appeal must be made in writing and must be made through the Library Director.

Holiday Schedule 1995

The Libraries will be closed on the following days:

New Year's Day: Monday, January 2
Memorial Day: Monday, May 29
Independence Day: Tuesday, July 4
Labor Day: Monday, September 4
Thanksgiving: Thursday, November 23
Christmas Day: Monday, December 26

In addition, all locations will close at 5:00 PM on the day before Thanksgiving.

Employees receiving holiday benefits will also receive a floating holiday during the week of December 24 and during the week of December 31. These will be in place of the paid holidays of December 24 and December 31 which, this year, fall on Sundays when the library is already closed. In 1995, the Libraries will actually be closed for holidays two days *fewer* than usual.

Employees receiving benefits will also receive a paid holiday on their birthday or another day in their birthday month.

1994 Operating Budget

In an attempt to spend only 87% of our budget, our goal is to spend no more than \$65,410 per month. Figures below show what is actually spent each month and how close we are to meeting that goal.

		Total Spent	Planned	
	Spent	1994	Spending 1994	Over-Under Budget
January	\$54,039.39	\$54,039.39	\$65,410.00	(\$11,370.61)
February	\$60,971.21	\$115,010.60	\$130,820.00	(\$15,809.40)
March	\$67,216.53	\$182,227.13	\$196,230.00	(\$14,002.87)
April	\$71,938.54	\$254,165.67	\$261,640.00	(\$7,474.33)
May	\$57,599.20	\$311,764.87	\$327,050.00	(\$15,285.13)
June	\$57,269.28	\$369,034.15	\$392,460.00	(\$23,425.85)
July	\$58,326.85	\$427,361.00	\$457,870.00	(\$30,509.00)
August	\$69,728.58	\$497,089.58	\$523,280.00	(\$26,190.42)
September	\$65,875.50	\$562,965.08	\$588,690.00	(\$25,724.92)

WHEATFIELD COLLECTION

MONTH
END

[illegible]

ADULT BOOKS

6508	6405	6567	6464
5868	4480	5897	4501

CHILDREN'S BKS

4817	4714	4898	4795
3146	2970	3178	3002

0 0 MAGAZINES, ADLT
0 0 MAGAZINES, CH

3 3 3 3 GRAPHIC MAT'L

0 0 MICROFORMS

1226	1088	1239	1101
1	1	3	3
1	1	1	1
113	58	113	58

		0	0
523	470	542	489

0 0

22206 20190 22441 20417

[illegible]

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
September 1994

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
REGISTRATIONS				
Borrowers--Beginning of month:	4652	4918	1861	11431
Added this month	139	190	60	389
Withdrew this month	67	82	5	154
Total registered	4724	5026	1916	11666
Non-resident, paying	33	35	0	68
PLAC card users	2	3	0	5
Reciprocal borrowers	108	50	5	163
XX				
INTRALIBRARY LOANS FILLED	111	139	117	367
LOCAL HISTORY				
In person	12	42		54
Letters		2		2
IN-HOUSE USE - HARDWARE/SOFTWARE				
Computer agreements	10	129	10	149
Software used	10	172	12	194
VCR Use	6			6
Microforms	18	57		75
Other	12	2	2	16
XX				
INTERLIBRARY LOANS				
Requests made for:	41	66	25	132
Items rec'd for:	41	70	21	132
Items outstanding:	0	-4	4	0
Items from Indiana libraries	24	51	14	89
Items requested by other libraries				0
Items supplied to other libraries				0
Info requests answr'd for other libraries				0
Info sent to other libraries				0

CIRCULATION BY PATRON CODE
September 1994

PATRONS	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total
Adult Male (0)	812	11.8%	746	9.2%	394	13.0%	1952	10.8%
Adult Female (1)	3965	57.5%	4114	50.6%	1742	57.3%	9821	54.3%
Juvenile 0-11 (2)	945	13.7%	1307	16.1%	399	13.1%	2651	14.7%
YA 12-17 (3)	390	5.7%	621	7.6%	308	10.1%	1319	7.3%
Nonresident No Fee (4)	72	1.0%	260	3.2%	3	0.1%	335	1.9%
Board/Staff (5)	307	4.5%	497	6.1%	193	6.3%	997	5.5%
School (6)	0	0.0%	111	1.4%	0	0.0%	111	0.6%
St. Joseph College (7)	0	0.0%	58	0.7%	0	0.0%	58	0.3%
State Library Card (8)	3	0.0%	6	0.1%	0	0.0%	9	0.0%
Nonresident Fee (9)	153	2.2%	97	1.2%	0	0.0%	250	1.4%
Corporate (10)	0	0.0%	47	0.6%	0	0.0%	47	0.3%
Reciprocal (11)	244	3.5%	274	3.4%	2	0.1%	520	2.9%
Total	6891		8138		3041		18070	
Total items borrowed by nonresidents	472	6.8%	806	9.9%	5	0.2%	1283	7.1%

JASPER COUNTY PUBLIC LIBRARY PROGRAMS
September 1994

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Children's Programs (0-13)	15	9	10	34
Number attending	213	204	136	553
YA Programs (14-17)		1		1
Number attending		20		20
Adult Programs	5	7	2	14
Number attending	174	155	54	383
Senior Citizen Programs				0
Number attending	3	4		7
TOTAL NO. OF PROGRAMS	20	17	12	49
TOTAL PERSONS ATTENDING	390	383	190	963

CIRCULATION BY ITEM FINE CODE
September 1994

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	52	19	27	98
100 (1)	58	67	17	142
200 (2)	37	71	12	120
300 (3)	227	212	85	524
400 (4)	10	4	11	25
500 (5)	83	78	39	200
600 (6)	456	389	188	1033
700 (7)	190	279	78	547
800 (8)	34	49	13	96
900 (9)	118	180	44	342
B (10)	78	110	25	213
j000 (11)	10	22	2	34
j100 (12)	20	13	1	34
j200 (13)	5	14	1	20
j300 (14)	61	83	45	189
j400 (15)	8	16	1	25
j500 (16)	145	171	128	444
j600 (17)	69	134	53	256
j700 (18)	107	233	28	368
j800 (19)	39	21	6	66
j900 (20)	49	199	44	292
jB (21)	37	40	32	109
FIC (22)	1103	1387	386	2876
yaFIC (23)	36	112	14	162
LARGE PRINT (24)	64	67	35	166
jFIC (25)	202	282	101	585
jE (26)	1172	1714	470	3356
jER (27)	339	207	53	599
Magazines (28)	735	354	256	1345
Games/Toys (29)	0	20	0	20
Filmstrips (30)	0	0	0	0
Microforms (31)	0	0	0	0
Cassettes (32)	95	170	33	298
jCassettes (33)	60	84	18	162
Compact Discs (34)	149	292	199	640
jCompact Discs (35)	4	1	0	5
Sound Recordings (36)	12	7	2	21
jSound Recordings (37)	2	9	8	19
Software (38)	0	0	0	0
Vertical File (39)	72	109	4	185
Equipment (40)	8	0	0	8
yapFIC (41)	234	198	110	542
jpFIC (42)	282	177	25	484
Reference (43)	41	74	23	138
Genealogy (44)	0	0	0	0
jMagazines (45)	77	27	29	133
VHS (46)	428	622	420	1470
Free reads	419	506	252	1177
Puzzles				0
Talking books				0
TOTAL	7427	8823	3318	19568

FINANCIAL REPORT BY FUND
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 30 SEP 94

FUND #	DESCRIPTION	BEGINNING BALANCE	RECEIPTS THIS MONTH	RECEIPTS YEAR-TO-DATE	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	BALANCE
100	OPERATING FUND	122061.00	3785.73	423331.37	65875.50	562965.08	59971.23
101	PUBLIC LIBRARY ACCESS CARD	.00	.00	80.00	.00	113.54	.00
	GIFT FUNDS						
110.01	DEMOTTE GIFT FUND	2828.05	99.15	552.15	551.33	881.98	2375.87
110.02	RENSSELAER GIFT FUND	1736.90	75.00	2453.42	116.58	2322.80	1695.32
110.03	WHEATFIELD GIFT FUND	664.28	.00	208.45	.00	212.08	664.28
	BOND AND INTEREST						
120.02	WHEATFIELD BOND AND INTEREST	.00	.00	.00	.00	.00	.00
120.03	RENS & DEM BOND AND INTEREST	6512.45	100000.00	301943.63	550.00	325982.50	105962.45
130	LIRF FUND	17645.73	.00	.00	.00	.00	17645.73
	INVESTMENTS						
140.01	OPERATING FUND INVESTMENTS	.00	.00	.00	.00	.00	.00
140.02	LIRF INVESTMENTS	.00	.00	.00	.00	.00	.00
140.03	DEMOTTE BOND AND INTEREST	200000.00	.00	200000.00	100000.00	100000.00	100000.00
140.04	WHEATFIELD BOND AND INTEREST	.00	.00	.00	.00	.00	.00
	PETTY CASH						
150.01	DEMOTTE PETTY CASH	30.00	.00	.00	.00	.00	30.00
150.02	RENSSELAER PETTY CASH	60.00	.00	.00	.00	.00	60.00
150.03	WHEATFIELD PETTY CASH	30.00	.00	.00	.00	.00	30.00
160	RECIPROCAL BORROWING FUND	.00	.00	.00	.00	.00	.00
170	LEVY EXCESS FUND	.00	.00	.00	.00	.00	.00
180	CONSTRUCTION FUND	23678.34	.00	3247.09	1423.37	54051.37	22254.97
190	CASH CHANGE FUND	80.00	.00	.00	.00	.00	80.00
	WITHHOLDING ACCOUNTS						
200.01	FIT TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.02	FICA TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.03	GIT TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.04	CO TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.05	IND.DEFERRED COMPENSATION	.00	.00	.00	.00	.00	.00
200.06	BONDS PURCHASED	.00	.00	.00	.00	.00	.00
200.07	HEALTH INSURANCE	647.05	.00	.00	-222.24	-514.36	869.29
200.08	P.E.R.F.	1743.20	.00	.00	-892.98	-138.34	2636.18
200.09	GARNISHMENTS	.00	.00	.00	.00	.00	.00
-TOTAL ALL FUNDS-		377717.00	103959.88	931816.11	167401.56	1045876.65	314275.32

{-----BANK BALANCES-----}
 DATE {30 Sep 94}

A1 {BANK ONE CHECKING	}	B1 {	104475.78}
A2 {CONSTRUCTION FUND SAVINGS ACCT}	}	B2 {	22254.97}
A3 {CERTIFICATE OF DEPOSIT #2005	}	B3 {	100000.00}
A4 {FIRST OF AMERICA	}	B4 {	28455.76}
A5 {DEMOTTE STATE BANK	}	B5 {	34258.92}
A6 {INDIANA FEDERAL	}	B6 {	11384.27}
A7 {NBD BANK	}	B7 {	10540.19}
A8 {FIRST FEDERAL SAVINGS BANK	}	B8 {	2905.43}
A9 {CERTIFICATE OF DEPOSIT #1999	}	B9 {	.00}

TOTAL		B10{	314275.32}

APPROPRIATION REPORT

----- JASPER COUNTY PUBLIC LIBRARY -----

30 Sep 94

OPERATING FUND CNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	% SPENT
1.11	SALARY OF LIBRARIAN	37606.00	.00	37606.00	3133.86	28166.31	9439.69	75%
1.12	SALARY OF ASSISTANTS	374642.00	.00	374642.00	30840.98	268982.94	105659.06	72%
1.13	WAGES OF JANITORS	17056.00	.00	17056.00	1419.40	11785.62	5270.38	69%
1.21	EMPLOYER'S SHARE-FICA	32893.00	.00	32893.00	2707.69	23633.83	9259.17	72%
1.22	UNEMPLOYMENT COMPENSATION	1224.00	.00	1224.00	.00	813.33	410.67	66%
1.23	EMPLOYER'S CONTRIBUTION - PERF	22277.00	.00	22277.00	.00	15920.46	6356.54	71%
1.24	EMPLOYER'S CONTRIBUTION - INS.	12000.00	.00	12000.00	.00	1010.00	10990.00	8%
1.31	OTHER PERSONAL SERVICES	1500.00	.00	1500.00	.00	383.88	1116.12	26%
2.11	OFFICIAL RECORDS	800.00	.00	800.00	.00	103.60	696.40	13%
2.12	STATIONERY AND PRINTING	500.00	.00	500.00	156.00	156.00	344.00	31%
2.13	OTHER OFFICE SUPPLIES	4500.00	.00	4500.00	.00	2182.12	2317.88	48%
2.21	CLEANING & SANITATION SUPPLIES	5500.00	.00	5500.00	439.06	1934.81	3565.19	35%
2.22	FUEL, OIL & LUBRICANTS	20.00	.00	20.00	.00	5.80	14.20	29%
2.23	OTHER OPERATING SUPPLIES	1000.00	.00	1000.00	.00	1315.96	-315.96	132%
2.31	BUILDING MATERIALS & SUPPLIES	600.00	.00	600.00	49.50	372.35	227.65	62%
2.32	PAINT AND PAINTING SUPPLIES	200.00	.00	200.00	.00	5.97	194.03	3%
2.33	REPAIR PARTS	250.00	.00	250.00	.00	45.96	204.04	18%
2.41	LIBRARY SUPPLIES	4500.00	.00	4500.00	204.75	1314.94	3185.06	29%
2.42	AUTOMATION SUPPLIES	5000.00	.00	5000.00	789.57	2711.47	2288.53	54%
3.11	CONSULTING SERVICES	.00	.00	.00	.00	.00	.00	0%
3.12	ENGINEERING & ARCH. SERVICES	500.00	.00	500.00	.00	.00	500.00	0%
3.13	LEGAL SERVICES	1500.00	.00	1500.00	.00	.00	1500.00	0%
3.14	OTHER PROFESSIONAL SERVICES	1000.00	.00	1000.00	.00	.00	1000.00	0%
3.21	TELEPHONE	23500.00	.00	23500.00	1627.59	14938.97	8561.03	64%
3.22	POSTAGE	5000.00	.00	5000.00	564.00	3379.61	1620.39	68%
3.23	TRAVELING EXPENSE	3500.00	.00	3500.00	181.25	2256.75	1243.25	64%
3.24	PROFESSIONAL MEETINGS	3500.00	.00	3500.00	258.17	3397.10	102.90	97%
3.25	FREIGHT	50.00	.00	50.00	.00	.00	50.00	0%
3.31	ADVERTISING & PUBLIC NOTICES	800.00	.00	800.00	.00	317.71	482.29	40%
3.32	OTHER PRINTING	600.00	.00	600.00	.00	148.47	451.53	25%
3.41	OFFICIAL BONDS	500.00	.00	500.00	.00	50.00	450.00	10%
3.42	OTHER INSURANCE	13400.00	.00	13400.00	1680.00	12826.20	573.80	96%
3.51	GAS	32000.00	.00	32000.00	1291.76	15325.17	16674.83	48%
3.52	ELECTRICITY	55000.00	.00	55000.00	9462.30	35815.60	19184.40	65%
3.53	WATER	1500.00	.00	1500.00	113.75	809.58	690.42	54%
3.54	WASTE DISPOSAL SERVICES	2800.00	.00	2800.00	273.32	1768.20	1031.80	63%
3.61	BUILDING & STRUCTURES	9000.00	.00	9000.00	2287.00	10549.98	-1549.98	117%
3.62	EQUIPMENT	2500.00	.00	2500.00	25.00	1083.09	1416.91	43%
3.71	REAL ESTATE	.00	.00	.00	.00	.00	.00	0%
3.72	EQUIPMENT	250.00	.00	250.00	19.90	193.79	56.21	78%
3.8	DEBT SERVICE	.00	.00	.00	.00	.00	.00	0%
3.91	DUES	2200.00	.00	2200.00	.00	70.00	2130.00	3%
3.92	INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.00	.00	0%
3.93	TAXES & ASSESSMENTS	.00	.00	.00	.00	.00	.00	0%
3.94	TRANSFER TO LIRF	7000.00	.00	7000.00	.00	.00	7000.00	0%
3.95	SERVICE CONTRACTS	16670.00	.00	16670.00	496.05	6319.17	10350.83	38%
3.96	PETTY CASH	120.00	.00	120.00	.00	.00	120.00	0%
3.97	INTERVIEWING & MOVING EXP.	250.00	.00	250.00	.00	.00	250.00	0%
3.98	MAINTENANCE CONTRACTS	30000.00	.00	30000.00	776.44	4710.68	25289.32	16%
4.1	LAND	.00	.00	.00	.00	.00	.00	0%
4.2	BUILDINGS	.00	.00	.00	.00	.00	.00	0%
4.3	IMPROVEMENTS OTHER THAN BUILD.	.00	275.00	275.00	.00	72.31	202.69	26%
4.4	FURNITURE & EQUIPMENT	5000.00	3827.90	8827.90	.00	4296.94	4530.96	49%
4.51	BOOKS	115000.00	.00	115000.00	5597.15	53001.03	61998.97	46%
4.52	PERIODICALS & NEWSPAPERS	35000.00	.00	35000.00	.00	24590.14	10409.86	70%
4.53	NONPRINTED MATERIALS	12000.00	.00	12000.00	1481.01	6199.24	5800.76	52%
	-TOTAL-	902208.00	4102.90	906310.90	65875.50	562965.08	343345.82	62%

APPROPRIATION REPORT
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 30 Sep 94

CONSTRUCTION FUND ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE
3.12	ENGINEERING & ARCH. SERVICES	7560.00	.00	7560.00	.00	.00	7560.00
3.61	BUILDING & STRUCTURES	.00	.00	.00	250.00	250.00	-250.00
4.2	BUILDINGS	.00	736.33	736.33	.00	736.33	.00
4.3	IMPROVEMENTS OTHER THAN BUILD.	52021.00	-13273.75	38747.25	784.00	5515.29	33231.96
4.4	FURNITURE & EQUIPMENT	13630.25	15632.51	29262.76	389.37	47549.75	-18286.99
	-TOTAL-	73211.25	3095.09	76306.34	1423.37	54051.37	22254.97

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

30 Sep 94

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
COR. ENTR	01192	CAIN CONSULTING GROUP	-1900.00	01 SEP 94	TO CORRECT VOUCHER #00447
VOID	01286	JASPER COUNTY PUBLIC LIBRARY	-50000.00	13 SEP 94	VOID CHECK #013192 & VOUCHER
VOID	01287	JASPER COUNTY PUBLIC LIBRARY	-50000.00	13 SEP 94	VOID CHECK #013192 & VOUCHER
TRANSFER	01288	JASPER COUNTY PUBLIC LIBRARY	100000.00	13 SEP 94	CD MATURED-#001-006-6211999
VOID	01289	JASPER COUNTY PUBLIC LIBRARY	-50000.00	13 SEP 94	VOID CHECK #013192 & VOUCHER
VOID	01290	JASPER COUNTY PUBLIC LIBRARY	-50000.00	13 SEP 94	VOID CHECK #013192 & VOUCHER
TRANSFER	01291	JASPER COUNTY PUBLIC LIBRARY	100000.00	13 SEP 94	CD MATURED-#001-006-6211999
003980	01213	BACHMAN, CAROL	466.78	09 SEP 94	PAYROLL
003981	01211	MARLENE BEEDLE	262.87	09 SEP 94	PAYROLL
003982	01217	JULIE A. BEST	148.14	09 SEP 94	PAYROLL
003983	01201	GLENDA BROWN	497.42	09 SEP 94	PAYROLL
003984	01205	RENEE CARR	348.95	09 SEP 94	PAYROLL
003985	01204	LYNN DAUGHERTY	1034.69	09 SEP 94	PAYROLL
003986	01210	JULIE EISELE	316.22	09 SEP 94	PAYROLL
003987	01195	CHARLOTTE FAGEN	587.53	09 SEP 94	PAYROLL
003988	01208	PAMELA FERBER	613.61	09 SEP 94	PAYROLL
003989	01218	GALLINA, KATHLEEN M.	565.91	09 SEP 94	PAYROLL
003990	01209	KIMBERLY GARWOOD	810.47	09 SEP 94	PAYROLL
003991	01228	MOLLY A. GATLIN	95.45	09 SEP 94	PAYROLL
003992	01219	JENNIFER M. HENDRICKS	71.35	09 SEP 94	PAYROLL
003993	01207	ROSE E. HOWARD	566.50	09 SEP 94	PAYROLL
003994	01214	GAIL M. JUNG	536.45	09 SEP 94	PAYROLL
003995	01202	DIANA KOBY	153.87	09 SEP 94	PAYROLL
003996	01198	JOAN KOPANDA	382.27	09 SEP 94	PAYROLL
003997	01223	PAMELA D. KYLE	99.54	09 SEP 94	PAYROLL
003998	01220	SHARON K. LEWIS	106.14	09 SEP 94	PAYROLL
003999	01226	LOEHRER, KAREN L.	340.30	09 SEP 94	PAYROLL
004000	01194	MARY K. MARTIN	867.33	09 SEP 94	PAYROLL
004001	01212	CAROL MITCHELL	394.43	09 SEP 94	PAYROLL
004002	01200	BONNIE POWELL	399.25	09 SEP 94	PAYROLL
004003	01196	SHARON SCHULENBERG	527.28	09 SEP 94	PAYROLL
004004	01203	EILEEN SPURGEON	55.41	09 SEP 94	PAYROLL
004005	01221	LYNN M. STALBAUM	86.99	09 SEP 94	PAYROLL
004006	01224	JACK STANDISH	410.39	09 SEP 94	PAYROLL
004007	01197	JILL TACHTIRIS	496.81	09 SEP 94	PAYROLL
004008	01215	TANYA JO TANIS	86.84	09 SEP 94	PAYROLL
004009	01227	NICOLE E. VIROK	93.27	09 SEP 94	PAYROLL
004010	01216	WEBSTER, RACHAEL D.	119.92	09 SEP 94	PAYROLL
004011	01206	WHITED, AMBER	279.77	09 SEP 94	PAYROLL
004012	01199	DIANE WIERS	487.49	09 SEP 94	PAYROLL
004013	01225	MARGARET M. WOODS	334.76	09 SEP 94	PAYROLL
004014	01222	LEANNE YORK	707.08	09 SEP 94	PAYROLL
004016	01256	BACHMAN, CAROL	429.11	23 SEP 94	PAYROLL
004017	01254	MARLENE BEEDLE	275.44	23 SEP 94	PAYROLL
004018	01260	JULIE A. BEST	211.22	23 SEP 94	PAYROLL
004019	01244	GLENDA BROWN	440.41	23 SEP 94	PAYROLL
004020	01248	RENEE CARR	348.95	23 SEP 94	PAYROLL
004021	01247	LYNN DAUGHERTY	1034.69	23 SEP 94	PAYROLL

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004022	01253	JULIE EISELE	304.17	23 SEP 94	PAYROLL
004023	01238	CHARLOTTE FAGEN	587.53	23 SEP 94	PAYROLL
004024	01251	PAMELA FERBER	613.61	23 SEP 94	PAYROLL
004025	01261	GALLINA, KATHLEEN M.	565.91	23 SEP 94	PAYROLL
004026	01252	KIMBERLY GARWOOD	810.47	23 SEP 94	PAYROLL
004027	01271	MOLLY A. GATLIN	67.28	23 SEP 94	PAYROLL
004028	01262	JENNIFER M. HENDRICKS	110.04	23 SEP 94	PAYROLL
004029	01250	ROSE E. HOWARD	522.44	23 SEP 94	PAYROLL
004030	01257	GAIL M. JUNG	536.45	23 SEP 94	PAYROLL
004031	01245	DIANA KOOT	51.29	23 SEP 94	PAYROLL
004032	01241	JOAN KOPANDA	341.47	23 SEP 94	PAYROLL
004033	01266	PAMELA D. KYLE	83.19	23 SEP 94	PAYROLL
004034	01263	SHARON K. LEWIS	69.90	23 SEP 94	PAYROLL
004035	01269	LOEHRER, KAREN L.	315.82	23 SEP 94	PAYROLL
004036	01237	MARY K. MARTIN	867.33	23 SEP 94	PAYROLL
004037	01255	CAROL MITCHELL	364.62	23 SEP 94	PAYROLL
004038	01243	BONNIE POWELL	362.69	23 SEP 94	PAYROLL
004039	01239	SHARON SCHULENBERG	481.70	23 SEP 94	PAYROLL
004040	01246	EILEEN SPURGEON	52.64	23 SEP 94	PAYROLL
004041	01264	LYNN M. STALBAUM	77.39	23 SEP 94	PAYROLL
004042	01267	JACK STANDISH	395.06	23 SEP 94	PAYROLL
004043	01240	JILL TACHTIRIS	540.17	23 SEP 94	PAYROLL
004044	01258	TANYA JO TANIS	63.61	23 SEP 94	PAYROLL
004045	01270	NICOLE E. VIROK	106.34	23 SEP 94	PAYROLL
004046	01259	WEBSTER, RACHAEL D.	119.92	23 SEP 94	PAYROLL
004047	01249	WHITED, AMBER	237.88	23 SEP 94	PAYROLL
004048	01242	DIANE WIERS	446.01	23 SEP 94	PAYROLL
004049	01268	MARGARET M. WOODS	352.08	23 SEP 94	PAYROLL
004050	01265	LEANNE YORK	707.08	23 SEP 94	PAYROLL
012777	01193	CAIN CONSULTING GROUP	1900.00	01 SEP 94	DIRECTOR & BOARD DEVELOPMENT
013134	01138	ALSA 2	88.50	29 AUG 94	INPLACE WORKSHOP-DAUGHERTY,1
013135	01139	ASSOCIATED LIBRARIES, INC.	103.78	29 AUG 94	BOOKS
013136	01140	AVC CORPORATION	94.00	29 AUG 94	SERVICE CONTRACT-SEPT, 1994
013137	01141	BAKER & TAYLOR	509.81	29 AUG 94	CONTINUATIONS-BOOKS
013138	01142	BAKER & TAYLOR	2704.27	29 AUG 94	BOOKS, GIFT FUND BOOKS, CASS
013139	01143	BANK ONE, INDIANAPOLIS, NA	550.00	29 AUG 94	REGISTAR'S ANNUAL FEE
013140	01144	BETTER CONTAINERS MFG. CO. I	163.64	29 AUG 94	BOOK BAGS-DEM. & RENS.
013141	01145	BETTY A. HUFF (PAS-TIME BOO	1716.28	29 AUG 94	BOOKS & CASSETTES
013142	01146	BIERMA HARDWARE, INC.	42.00	29 AUG 94	POSTAGE-RETURN PROGRAMMING C
013143	01147	CAMPBELL PRINTING COMPANY	156.00	29 AUG 94	LETTERHEADS & ENVELOPES
013144	01148	CAREER TRACK INC.	49.00	29 AUG 94	COMMUNICATION SEMINAR-DAUGHE
013145	01149	CHILDRENS PRESS	153.36	29 AUG 94	BOOKS
013146	01150	CIRCLE "R" MECHANICAL, INC.	54.00	29 AUG 94	MTNCE OF CIRCULATION PUMP-DE
013147	01151	CITY OF RENSSELAER	2768.33	29 AUG 94	RENSSELAER-JULY UTILITIES
013148	01152	CUSTOM LAWN CARE	425.00	29 AUG 94	LAWN CARE-JULY-RENSSELAER LI
013149	01153	DYKE'S ELECTRIC INC.	86.00	29 AUG 94	INSTALLATION OF LIGHT FIXTUR
013150	01154	FACTS ON FILE, INC.	263.30	29 AUG 94	BOOKS
013151	01155	FASE'S	49.50	29 AUG 94	REDOUT FOR WATER SOFTNER-DEM

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013152	01156	GALE RESEARCH INC.	812.69	29 AUG 94	CD-ROM (CONTEMPORARY AUTHORS
013153	01157	GAYLORD BROS.	409.77	29 AUG 94	OVERDUE NOTICES
013154	01158	GREAT GATHERINGS	9.88	29 AUG 94	PROGRAM MATERIALS-WHEATFIELD
013155	01159	HP PRODUCTS CORP.	309.14	29 AUG 94	CLEANING SUPPLIES
013156	01160	IACT ROSTER	55.00	29 AUG 94	BOOKS
013157	01161	INCOLSA	75.00	29 AUG 94	INTRO TO MICROCOMPUTERS & DO
013158	01162	INGRAM	34.55	29 AUG 94	VHS
013159	01163	KATHLEEN GALLINA	48.25	29 AUG 94	VOLUNTEER APPRECIATION DAY,
013160	01165	KIMBERLY GARWOOD	26.45	29 AUG 94	MILEAGE, AUDIOCASSETTES
013161	01166	LYNN DAUGHERTY	63.25	29 AUG 94	MILEAGE
013162	01167	MARGE HOHNER	13.00	29 AUG 94	MILEAGE-AUG.BOARD MTG.
013163	01168	MARY K. MARTIN	83.50	29 AUG 94	MILEAGE
013164	01169	MONTGOMERY ELEVATOR COMPANY	682.44	29 AUG 94	ANNUAL MTNCE CONTRACT-ELEVAT
013165	01170	MOOLENAAR & HUGHES PROF.LAWN	80.00	29 AUG 94	WEED & INSECT CONTROL-DEMOTT
013166	01171	NATIONAL SEMINARS GROUP	237.00	29 AUG 94	LEADERSHIP SEMINAR-DAUGHERTY
013167	01172	NIALSA	60.00	29 AUG 94	VIDEO TAPE REPAIR WKSHP.-BAC
013168	01173	NIPSCO	5016.49	29 AUG 94	DEMOTTE UTILITIES-JULY & JUN
013169	01174	PAM FERBER	24.47	29 AUG 94	MILEAGE, PROGRAM MATERIALS-W
013170	01175	POSTMASTER GENERAL	522.00	29 AUG 94	29 CENT STAMPS-1800 SELF-STI
013171	01176	PRECISION CONTROL SYSTEMS, I	1486.00	29 AUG 94	SERVICING BLDG. EQUIPMENT-DE
013172	01177	PRO CD, INC.	399.00	29 AUG 94	PROPHONE & SUBSCRIPTIONS
013173	01178	ROBINSON DIRECTORIES, INC.	384.50	29 AUG 94	BUSINESS DIRECTORIES
013174	01179	SCHNAIBLE SERVICE & SUPPLY C	129.92	29 AUG 94	JANITORIAL PAPER PRODUCTS
013175	01180	SECURITY COURIERS, INC.	496.05	29 AUG 94	TRANSPORT SERVICE-7/15 TO 8/
013176	01181	SUDANCO AFFORDABLE ALTERNATI	379.80	29 AUG 94	THERMAL RECEIPT PAPER
013177	01182	TEETERS CULLIGAN	9.95	29 AUG 94	JULY RENTAL OF WATER COOLER-
013178	01184	WAL-MART STORES, INC.	11.76	29 AUG 94	SUMMER READING PROGRAM SUPPL
013179	01185	WALSTRA FINE CUT	156.00	29 AUG 94	JULY LAWN CARE-DEMOTTE
013180	01186	INDIANA FARMERS MUTUAL INSUR	1680.00	29 AUG 94	WORKMEN'S COMP.POLICY-9/18/9
013181	01187	AFFORDABLE COMMUNICATIONS	275.00	29 AUG 94	HANDSET & RELOCATE PHONE LIN
013182	01188	CROWN COMPUTER	135.00	29 AUG 94	INSTALL INFOTRACT CD & TRAIN
013183	01189	GAYLORD BROS.	649.00	29 AUG 94	DESKTOP & CABLE, MTNCE ON NE
013184	01190	HP PRODUCTS CORP.	173.01	29 AUG 94	12' FIBERGLASS LADDER-DEMOTT
013185	01191	MIDWEST VISUAL EQUIPMENT CO.	216.36	29 AUG 94	TAPE RECORDERS & MICROPHONE
013186	01229	BANK ONE	4576.61	09 SEP 94	FICA & FED TAXES WITHHELD 09
013187	01230	INDIANA DEFERRED COMPENSATIO	135.00	09 SEP 94	WITHHELD FROM 09 SEP 94 PAYR
013188	01231	NIPSCO	508.32	09 SEP 94	DEMOTTE UTILITIES-AUGUST
013189	01232	NORTHWESTERN INDIANA TELEPHO	120.15	09 SEP 94	DEMOTTE-SEPTEMBER PHONE
013190	01233	TOWN OF DEMOTTE, c/o DEMOTTE	18.72	09 SEP 94	JULY SEWER SERVICE-DEMOTTE
013191	01234	TOWN OF WHEATFIELD SEWER WOR	41.05	09 SEP 94	SEPTEMBER SEWER SERVICE-WHEA
013192	01235	JASPER COUNTY PUBLIC LIBRARY	100000.00	13 SEP 94	CD MATURED-#001-006-6211999
013193	01272	BANK ONE	4411.34	23 SEP 94	FICA & FED. TAX WITHHELD 23
013194	01273	INDIANA DEFERRED COMPENSATIO	135.00	23 SEP 94	WITHHELD FROM 23 SEP 94 PAYR
013195	01274	INDIANA DEPARTMENT OF REVENU	1483.37	23 SEP 94	STATE & COUNTY TAX WITHHELD
013196	01275	CITY OF RENSSELAER	2727.37	23 SEP 94	RENSSELAER-UTILITIES-AUGUST
013197	01276	INCOLSA	275.00	23 SEP 94	INTERNET,WINDOWS,MICROCOMPUT
013198	01277	LDDS COMMUNICATIONS	785.32	23 SEP 94	DATA LINES & LONG DISTANCE C
013199	01278	NIALSA	25.00	23 SEP 94	PREPAR.POWERFUL PRESENTATION

Instruction
Fund

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013200	01279	TEETERS CULLIGAN	29.75	23 SEP 94	WATER COOLER RENTAL-SEP. & W
013201	01280	TOWN OF WHEATFIELD SEWER WOR	41.05	23 SEP 94	OCTOBER SEWER SERVICE-WHEATF
013202	01281	UNITED TELEPHONE COMPANY	722.12	23 SEP 94	WHEATFIELD & RENS.TELEPHONES

--TOTAL AMOUNT OF CLAIMS-- 167401.56

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 4 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 167401.56. Dated 10 OCT 94.

_____	_____
_____	_____
_____	_____
_____	_____

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

Sept. 30, 1994

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES.....			\$1,605.35	\$13,836.24
DeMotte	\$622.67	\$4,808.69		
Rensselaer	\$697.28	\$6,091.88		
Wheatfield	\$285.40	\$2,935.67		
PHOTOCOPIES.....			\$669.03	\$4,605.64
DeMotte	\$234.32	\$1,772.27		
Rensselaer	\$328.11	\$2,111.88		
Wheatfield	\$106.60	\$721.49		
CARDS.....			\$77.00	\$566.00
DeMotte	\$45.50	\$251.50		
Rensselaer	\$28.00	\$280.00		
Wheatfield	\$3.50	\$34.50		
PLAC FUND.....			\$0.00	\$80.00
GIFT FUNDS.....			\$174.15	\$3,214.02
DeMotte	\$99.15	\$552.15		
Rensselaer	\$75.00	\$2,453.42		
Wheatfield	\$0.00	\$208.45		
INTEREST.....			\$1,422.41	\$9,381.58
RECIPROCAL BORROWING.....			\$0.00	\$0.00
TAXES.....			\$0.00	\$599,262.17
Local Option/Certified Shares	\$0.00	\$158,051.50		
Local Option/Property Tax Repl.	\$0.00	\$13,972.50		
Property Tax	\$0.00	\$386,583.80		
Financial Institution Tax	\$0.00	\$1,520.50		
License Excise Tax	\$0.00	\$36,328.49		
State Distribution	\$0.00	\$2,805.38		
REFUNDS.....			\$11.94	\$870.46
Baker & Taylor-Postage	\$11.94	\$118.19		
D. Menken-Video Repair	\$0.00	\$4.50		
City of Mesa,Az-ILL Postage	\$0.00	\$1.61		
Demco-Returned old product	\$0.00	\$251.16		
McGraw-Hill (overpayment-199:	\$0.00	\$20.00		
Sales of Copier & Typewriter	\$0.00	\$475.00		
TOTAL RECEIPTS			\$3,959.88	\$631,816.11

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VOID	01292	NIALSA	-25.00	10 OCT 94	CANCELLED WORKSHOP-VOID CK #
013203	01293	4-COUNTY SUPPLY	25.61	10 OCT 94	BALLASTS & SCREWS
013204	01294	A AND R NEWS AGENCY	83.70	10 OCT 94	CHICAGO TRIBUNE-6 MONTHS-REN
013205	01295	ACE HARDWARE	39.48	10 OCT 94	JANITORIAL SUPPLIES
013206	01296	ACORDIA PERSONAL BENEFITS, I	496.29	10 OCT 94	QTLY PREMIUM-EISELE & BACHMA
013207	01297	AMBER WHITED	5.50	10 OCT 94	MILEAGE-STAFF MTG.
013208	01298	ASSOCIATED LIBRARIES, INC.	41.46	10 OCT 94	BOOKS
013209	01299	AUDIO EDITIONS	334.02	10 OCT 94	VIDEO CASSETTES
013210	01300	AVC CORPORATION	94.00	10 OCT 94	SERVICE AGREEMENT-OCTOBER
013211	01301	BAKER & TAYLOR	659.30	10 OCT 94	CONTINUATIONS (BOOKS)
013212	01302	BAKER & TAYLOR	5498.71	10 OCT 94	BOOKS, MUSICFINDER, RENS-GIF
013213	01303	BEN FRANKLIN	58.98	10 OCT 94	PROGRAMMING SUPPLIES,PICTURE
013214	01304	BETTY A. HUFF (PAS-TIME 800	2299.78	10 OCT 94	BOOKS, VIDEOS
013215	01305	CAREER TRACK INC.	118.35	10 OCT 94	VIDEOCASSETTES
013216	01306	CAROL MITCHELL	18.75	10 OCT 94	MILEAGE
013217	01307	CHARLOTTE FAGEN	277.98	10 OCT 94	MILEAGE, SEMINAR, HOSPITALIT
013218	01308	CHILDRENS PRESS	77.91	10 OCT 94	BOOKS
013219	01309	CIRCLE "R" MECHANICAL, INC.	1025.50	10 OCT 94	QTLY MTNCE;NEW ACTUATOR;SERV
013220	01310	CITY OFFICE & PUB	25.00	10 OCT 94	PROGRAMMING-GIFT CERTIFICATE
013221	01311	COUNTRYSIDE LANDSCAPING/GARD	50.00	10 OCT 94	REPAIR RUT IN LANDSCAPE BED-
013222	01312	CUSTOM LAWN CARE	270.00	10 OCT 94	AUGUST MOWING-RENS.LIB.
013223	01314	DEMCO	556.42	10 OCT 94	MARKERS, BOOK JACKETS, AUDIO
013224	01315	DIANA KOBY	11.00	10 OCT 94	MILEAGE
013225	01316	DISTRICT 1 - ILF	94.00	10 OCT 94	ILF CONFERENCE-10/7, WOODS,H
013226	01317	EBSCO SUBSCRIPTION SERVICES	8.50	10 OCT 94	MAGAZINE-RENS.
013227	01318	FACTS ON FILE, INC.	30.63	10 OCT 94	ATLAS
013228	01319	FASE'S	49.50	10 OCT 94	REDOUT FOR SOFTNER
013229	01320	FAS-TRACK COMPUTER PRODUCTS	191.36	10 OCT 94	CD-ROM CADDIES, TIME MAG, US
013230	01321	GAIL JUNG	50.91	10 OCT 94	RENSSELAER PETTY CASH
013231	01322	GAIL JUNG	54.54	10 OCT 94	WORKSHOP-MILEAGE & LUNCH
013232	01323	GAYLORD BROS.	760.40	10 OCT 94	DATA TAPES, THERMAL PRINTER
013233	01324	GLENDA BROWN	56.35	10 OCT 94	MILEAGE, AUDIO CASSETTES
013234	01325	GLOBAL COMPUTER SUPPLIES	33.57	10 OCT 94	CD STORAGE UNIT-RENS.
013235	01326	INCOLSA	75.00	10 OCT 94	WINDOWS WORKSHOP-JUNG, BACHM
013236	01327	INDIANA CHAMBER OF COMMERCE	225.00	10 OCT 94	ENVIRONMENTAL UPDATES THRU 1
013237	01328	INDIANA DEPT.OF WORKFORCE DE	137.85	10 OCT 94	QUARTERLY UNEMPLOYMENT COMP.
013238	01329	INDIANA STATE LIBRARY	36.00	10 OCT 94	VIDEOS
013239	01330	INDIANA UNIVERSITY	18.00	10 OCT 94	BOOK
013240	01331	INFORMATION & RECORDS ASSOC.	137.50	10 OCT 94	REPAIRS TO MICROFILM MACHINE
013241	01332	INGRAM	14.99	10 OCT 94	VIDEO
013242	01333	INSTITUTE FOR STUDY OF DEVEL	34.50	10 OCT 94	BOOKLETS
013243	01334	KANKAKEE VALLEY HIGH SCHOOL	25.00	10 OCT 94	1994 KOUGAR PRIDE YEARBOOK
013244	01335	KANKAKEE VALLEY POST NEWS	10.80	10 OCT 94	CLASSIFIED AD
013245	01336	KATHLEEN GALLINA	11.00	10 OCT 94	MILEAGE
013246	01337	KIMBERLY GARWOOD	53.08	10 OCT 94	INCOLSA WORKSHOP & MILEAGE
013247	01339	LEGAL DIRECTORIES PUBLISHING	54.96	10 OCT 94	1994 IND. LEGAL DIRECTORY
013248	01340	LINDA WILLIAMS	45.50	10 OCT 94	TEMPORARY SUBSTITUTE JANITOR
013249	01341	LINDENWOOD	474.20	10 OCT 94	RETREAT AT ANCILLA COLLEGE

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013250	01342	LYNN DAUGHERTY	120.96	10 OCT 94	MILEAGE, MAGAZINE SUBSC.,800
013251	01343	MARGE HOHNER	13.00	10 OCT 94	BD.MEETING MILEAGE
013252	01344	MARLENE BEEDLE	66.00	10 OCT 94	MILEAGE
013253	01345	NATIONAL GEOGRAPHIC SOCIETY	12.90	10 OCT 94	BOOK
013254	01346	NATIONAL SEMINARS GROUP	257.90	10 OCT 94	SEMINAR-GARWOOD,FERBER; VIDE
013255	01347	NIPSCO	2845.04	10 OCT 94	WHEATFIELD & DEMOTTE UTILITI
013256	01348	NORTHWESTERN INDIANA TELEPHO	132.32	10 OCT 94	TELEPHONE-DEMOTTE-OCT.
013257	01349	PAM FERBER	23.75	10 OCT 94	MILEAGE
013258	01350	PERMA-BOUND	52.73	10 OCT 94	BOOKS
013259	01352	PHILIP HOWARD	165.00	10 OCT 94	LAWN CARE, GENERAL MAINTENAN
013260	01353	POSTMASTER GENERAL	299.00	10 OCT 94	29 CENT & 19 CENT STAMPS
013261	01354	PUBLIC EMPLOYEES' RETIREMENT	7908.45	10 OCT 94	3RD QTR. PAYMENT 1994
013262	01355	QUILL	573.38	10 OCT 94	CALENDARS, TYPE & COMP.RIBBO
013263	01356	RECORDED BOOKS INC.	42.60	10 OCT 94	AUDIOCASSETTE
013264	01357	REED REFERENCE PUBLISHING	555.18	10 OCT 94	BIP, CH.MAG. GUIDE, BEST BKS
013265	01358	RELIABLE CORPORATION	102.26	10 OCT 94	COPY PAPER
013266	01359	RENEE CARR	45.00	10 OCT 94	EDUCATIONAL WRITING COURSE
013267	01360	SCHULTZ TV & ELECTRONICS	46.50	10 OCT 94	TV REPAIRS-DEM.
013268	01361	SECURITY COURIERS, INC.	462.98	10 OCT 94	TRANSPORT-8/19 TO 9/23/94
013269	01362	SELECTVIDEO PUBLISHING	90.20	10 OCT 94	VIDEOCASSETTES
013270	01363	STANDARD & POOR'S CORP.	339.00	10 OCT 94	STOCK GUIDE, BOND GUIDE-WH.T
013271	01364	STONE HILLS LIBRARY NETWORK	30.00	10 OCT 94	IN*TIRE WORKSHOP-BEEDLE,EISE
013272	01365	TOWN & COUNTRY PAVING	750.00	10 OCT 94	PAVING PARKING AREA-WHEATFIE
013273	01366	TOWN OF DEMOTTE, c/o DEMOTTE	18.72	10 OCT 94	DEMOTTE SEWER SERVICE-AUGUST
013274	01367	TREASURER OF THE STATE OF IN	15.00	10 OCT 94	BOOKS
013275	01368	TYSEN'S COUNTRY GROCERY, INC	25.76	10 OCT 94	VANISH DROP-INS-DEM.
013276	01369	TIME-LIFE EDUCATION	84.75	10 OCT 94	BOOKS
013277	01370	UNITED SUPPLY CO. INC.	103.71	10 OCT 94	CONSTRUCTION PAPER, CRAYONS,
013278	01371	UPDATA PUBLICATIONS, INC.	704.00	10 OCT 94	GRANGERS WORLD OF POETRY ON
013279	01372	VALUE LINE PUBLISHING, INC.	965.00	10 OCT 94	INVESTMENT SURVEY-2 YR TO 10
013280	01373	VIKING OFFICE PRODUCTS	219.58	10 OCT 94	CALENDARS, COPY PAPER
013281	01374	WAL-MART STORES, INC.	111.46	10 OCT 94	CD'S-MUSICAL
013282	01375	WALSTRA FINE CUT	201.00	10 OCT 94	LAWN CARE-AUGUST-DEMOTTE LIB
013283	01376	WILLIAM A. DOWELL	112.00	10 OCT 94	NYLON WIRE CENTER FLAG ROPE-
013284	01377	WORLD BOOK, INC.	559.00	10 OCT 94	ENCYCLOPEDIAS
013285	01378	HAINES & COMPANY, INC.	234.87	10 OCT 94	NORTHWEST IND. TELEPHONE BOO
013286	01379	HANDCRAFT SPECIALTIES	34.50	10 OCT 94	VIDEO REPAIRS
013287	01380	HERITAGE OFFICE PRODUCTS, IN	512.02	10 OCT 94	COR.RIBBONS,ENGRAVING,SERV.C
013288	01381	HIGHSMITH CO. INC.	123.27	10 OCT 94	VIDEOCASSETTE CASES,MAG.COVE
013289	01382	HOOK'S DRUGS #162	12.00	10 OCT 94	SUNDAY PAPERS-DEMOTTE-AUGUST
013290	01383	HP PRODUCTS CORP.	94.90	10 OCT 94	JANITORIAL SUPPLIES
013291	01385	AFFORDABLE COMMUNICATIONS	144.00	10 OCT 94	COMPUTER CABLE & LABOR
013292	01386	GAYLORD BROS.	1104.75	10 OCT 94	INTERNAL DISK DRIVE-CONSTRUC
013293	01387	MIDWEST VISUAL EQUIPMENT CO.	19.35	10 OCT 94	MICROPHONE FOR CASSETTE PLAY
013294	01388	PEN PRODUCTS	1132.00	10 OCT 94	CONCRETE BUMPERS-WH.;OFFICE (less \$42--LIRF)

--TOTAL AMOUNT OF CLAIMS-- 36191.67

INSTR.
FUND

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 2 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 36191.67. Dated 10 OCT 94.

_____	_____
_____	_____
_____	_____
_____	_____

NOV.

AGENDA

November 14, 1994

**Jasper County Public Library Board of Trustees
WHEATFIELD Library Meeting Room
7:00 PM**

Board of Finance Meeting

- | | |
|--|--------|
| 1. Board of Finance meets to designate depositories(R30) | Action |
| 2. Adjournment | |

Monthly Meeting

Opening of meeting

- | | |
|---|--------|
| A. Moment of silence | |
| B. Approval of agenda format, including requested changes to consent agenda | Action |

Approval of Consent Agenda Items

Action

- A. Minutes (R 1-2)
- B. Bills/Financial Reports (F)
- C. Salary Ordinance (R3-5)
- D. 1995 Board Meeting dates (R 6)
- E. INCOLSA Director's Appointment (R30)
- F. Request for workshop attendance (R 30)

General Business

- | | |
|---|---------------------|
| A. Library Goals (R 7) | Action |
| B. Wheatfield Librarian: Annual report | Information |
| C. Policy Recommendations (R8-R20) | Action |
| D. Nominating committee appointments | Presidential action |
| E. 1995 Budget (R 21 - R 28) | Action |
| F. Agenda format (R 30) | Action |
| G. Board development (R 31) | Action |
| H. Resolution of building problems (R 31) | Action |

Director's Report (R 29-R 31)

Information

Items for future Agendas

Public Forum

Adjournment

Refreshments will be available at 6:45 PM if you'd like to come early and socialize.

Minutes.....October 10, 1994
Monthly Meeting Rensselaer Library
JASPER COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES 7:00 PM

Present: Mary Linda Casey, Marge Hohner, Miriam Lawyer, Robert Souza, Anne-Marie Egan, Barbara Leestma, Lynn Daugherty. Wilbur Doty was not in attendance.

1. **AGENDA:** With the removal of Item D, Request for additional payment: T & J General Repair, under the Consent Agenda, M. Hohner made a motion to approve the Agenda as amended. M. Lawyer seconded. Motion passed.

2. **CONSENT AGENDA:** M. Hohner moved to approve the Consent Agenda items which included the Minutes, Bills and Financial Reports, and Salary Ordinance. B. Leestma seconded the motion. Motion carried.

3. **LIBRARY MISSION STATEMENT:** At the retreat a new mission statement was formulated. On a motion by R. Souza, seconded by B. Leestma, the following statement was unanimously adopted by the Board: "We are a resource for information and personal recreation".

4. **LIBRARY FIVE-YEAR GOALS:** A committee was formed to reword two of the goals set forth at the retreat and make recommendations. R. Souza, A-M Egan, and G. Brown will serve on this committee.

5. **REFERENCE SERVICES REPORT:** To further expand the Board's knowledge of the Reference Departments, Glenda Brown, Peggy Woods, and Jill Tachtiris gave an informative talk on the the library's information service: the types of information requested, the time involved seeking answers, the means they've used to acquire answers, and the types of resources available in the library. The board complimented them on the work they are doing.

6. **POLICY RECOMMENDATIONS:** After a short discussion, R. Souza moved that we adopt the Fax Policy and the Staff Complaint Policy as presented. M. Lawyer seconded the motion. All were in favor. Motion passed.

7. **NOMINATING COMMITTEE:** W. Doty will be the chairman of this committee. He may select other members to serve with him. Nominees will be presented at the December Board Meeting.

8. **DECEMBER BOARD MEETING:** The December Board Meeting will be December 19th (third Monday) instead of Dec 12th. The meeting at this later date will also include payment of year-end bills, any encumbrances and appropriation transfers.

9. **REAPPOINTMENT:** Barbara Leestima's term on the Board will be up the end of December 1994. She stated she would like to serve for another term and will seek reappointment.

10. **DIRECTOR'S REPORT:** L. Daugherty reported that NIALSA would most likely disband in December since they will not be receiving any funding as a result of a new Network being formed which will incorporate all of the ALSA's effective July 1995. This will not affect NILBA.

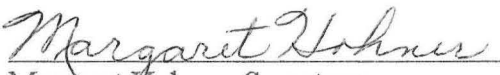
St. Joseph College has obtained a Work Study Grant allowing students employment off campus. We have hired Janessa Liskovec, a freshman from the college, to work 10 hours per week. The library would be billed 25% of the minimum wage.

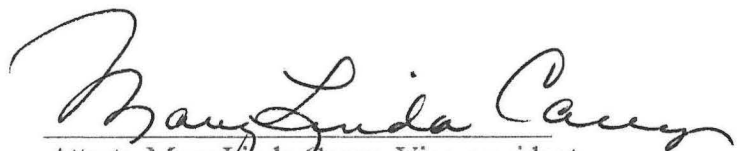
Renee Carr who writes DeMotte's "For Kids Only" and "new book" articles for the newspaper is taking an eight-week evening writing class at the Merrillville High School. The class costs \$45. M. Lawyer moved that the library pay the expenses for this class. R. Souza seconded the motion. Motion passed.

The Board was notified that Bonnie Powell, Rensselaer Library Assistant, has been given an unpaid leave of absence until November 1, 1994, to recover from a hairline fracture in her leg.

The Tax Appeal Hearing in Indianapolis is October 12. The Budget Hearing is scheduled for October 24 in Rensselaer.

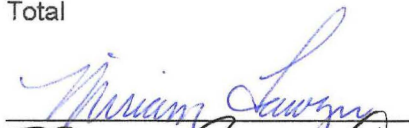
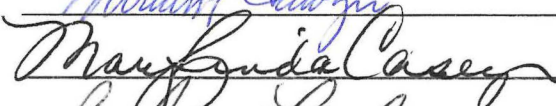
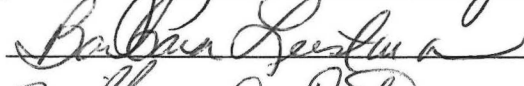
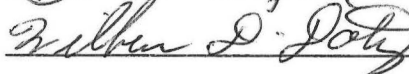
With no further business R. Souza moved to adjourn, seconded by M. Hohner. Meeting was dismissed at 8:12 PM.


Margaret Hohner, Secretary


Attest: Mary Linda Casey, Vice-president

Salary Ordinance 1994: Rev.11/94

Name	Classification	Present Hrly Wage	Annual Salary	Hrs Worked	Library
Bachman, Carol	Specialist 2	\$8.08	\$13,665.37	40	R
Barlow, Kellie	Page	\$4.25	\$255.00	10	R Res. 2/16
Beedle, Marlene	Lib. Asst. 1	\$5.99	\$7,475.52	24	D
Best, Julie	Clerk	\$4.75	\$3,030.38	15	R
Brown, Glenda	Specialist 1	\$7.41	\$15,412.80	40	R
Bykerk, Jill	Page	\$4.40	\$1,193.18	10	D Res. 6/30
Carr, Renee	Lib. Asst 1	\$6.48	\$10,782.72	32	D
Daugherty, Lynn	Director	\$18.08	\$37,606.40	40	R
Eisele, Julie	Lib. Asst. 1	\$5.99	\$7,661.05	35	R
Fagen, Charlotte	Specialist 2	\$8.47	\$17,617.60	40	D
Ferber, Pam	Librarian	\$12.98	\$21,598.72	32	W
Gallina, Kathleen	Specialist 2	\$8.47	\$17,294.80	40	R Effective 8/1
Garwood, Kim	Librarian	\$13.21	\$27,438.44	40	R
Gatlin, Mollie	Page	\$4.25	\$1,105.00	10	D
Hendricks, Jennifer	Page	\$4.40	\$1,971.37	10	D Res. 11/15
Howard, Rose	Janitor	\$7.55	\$15,704.00	40	D,W
Jung, Gail	Admin. Asst	\$8.17	\$17,000.05	40	R
Kooy, Diana	Lib. Asst 2	\$7.29	\$3,032.64	8	D
Kopanda, Joan	Lib. Asst 2	\$7.29	\$12,130.56	32	D
Kyle, Pamela	Page	\$4.30	\$2,222.00	10	R
Lewis, Sharon	Clerk	\$5.17	\$2,526.00	10	R
Loehrer, Karen	Lib. Asst. 1	\$5.50	\$5,780.25	35	R
Martin, Mary	Tech Serv Libn	\$14.42	\$28,743.87	40	R Res. 12/15
Mitchell, Carol	Lib. Asst. 2	\$6.09	\$11,083.80	35	R
Padgitt, Kathi	Specialist 1	\$7.07	\$5,938.80	40	R Res. 6/3
Powell, Bonnie	Lib Asst 1	\$6.97	\$10,873.20	30	R
Reed, Patricia	Lib Asst I	\$5.99	\$3,986.19	35	R Res. 5/24
Schulenberg, Sharon	Spec. Serv Libr	\$9.31	\$16,944.20	35	R
Spurgeon, Eileen	Clerk	\$6.00	\$2,460.00	5	R
Stalbaum, Lynn	Page	\$4.40	\$2,250.00	10	W
Standish, Jack	Janitor/Mainter	\$7.00	\$9,764.30	29	R Effective 7/1
Tachtiris, Jill	Specialist 1	\$7.75	\$16,120.00	40	D
Tanis, Tanya	Page	\$4.40	\$1,573.35	10	D Res. 9/30?
Thone, Betty	Clerk	\$6.00	\$0.00	5	D Res. 6/29
Virok, Nicole	Page	\$4.30	\$944.31	3.75	R
Webster, Rachael	Clerk/Page	\$4.84	\$4,653.65	23	D
Whited, Amber	Lib. Asst I	\$5.99	\$7,475.52	24	W
Wiers, Diane	Specialist 1	\$7.41	\$15,412.00	40	W
Woods, Peggy	Lib Asst I	\$5.50	\$9,224.00	34	W
York, Leanne	Librarian	\$11.54	\$23,177.60	40	D
Waling, Elaine	Page	\$4.25	\$552.50	10	R Effective 10/1
	Page	\$4.25	\$272.00	10	D
	Tech. Serv Lbn	\$12.50	\$1,083.33	40	R
Total			\$413,681.14		

DATE: Week of October 3-8, 1994: Daily Average at Each Library

	PERSONS ENTERING BUILDING				MATERIALS USED	DIRECTIONAL QUESTIONS		REFERENCE QUESTIONS		
	MEN	WOMEN	CHILDREN/ TEENS	TOTAL		PHONE	IN-PERSON	PHONE	IN-PERSON	TOTAL REFERENCE QUESTIONS
9-10 AM	D-.8 R-6.7 W-3.3	D-7.3 R-14 W-4.7	D-3.7 R-9.8 W-14.3	12 31 22	D-4 R-10.3 W-1.3	D-1.3 R-5.8 W-1.7	D-5 R-2.3 W-2	D-2 R-4 W-0	D-5 R-4.3 W-3	7 8 0
10 AM-3PM	D-13.3 R-19.5 W-7	D-48.8 R-47.3 W-21	D-72.5 R-35.8 W-21	135 103 49	D-21.3 R-71.3 W-15.7	D-3.2 R-14.5 W-2	D-3.3 R-16.3 W-7.3	D-3.5 R-10.3 W-8	D-16.8 R-22.7 W-8	20 33 9
3-4 PM	D-3.5 R-5.5 W-2.3	D-10.3 R-17.5 W-10.3	D-9.7 R-26 W-4.3	24 49 17	D-6.2 R-19 W-4	D-1.5 R-5.5 W-2	D-1.3 R-13 W-3	D-1.2 R-4.2 W-8	D-8.8 R-14.2 W-7	10 18 2
4-5 PM	D-6 R-6.2 W-2.7	D-7.7 R-19.5 W-6	D-15.2 R-27.8 W-7.7	29 54 16	D-17.7 R-40.2 W-4.2	D-3.2 R-7 W-7	D-2.8 R-14 W-1	D-4 R-7.2 W-0	D-22.2 R-13.2 W-1	26 20 1
5-6 PM	D-1.7 R-4.3 W-7	D-2.8 R-7.8 W-3	D-6 R-18 W-3.7	11 30 7	D-15.3 R-30.7 W-4.3	D-1.5 R-3.5 W-1.3	D-2.7 R-7.2 W-0	D-5 R-2.5 W-0	D-13.2 R-4.5 W-1	14 7 1
6-7 PM	D-4 R-6.3 W-4	D-4.5 R-12.3 W-4	D-6.5 R-19.3 W-19	15 38 27	D-6.5 R-40.5 W-13	D-5 R-8 W-1	D-5 R-5.5 W-0	D-0 R-2 W-0	D-12 R-2.8 W-0	12 5 0
7-8 PM	D-5 R-4 W-0	D-4.5 R-4.8 W-0	D-5.5 R-5.8 W-0	15 15 0	D-17.5 R-30.3 W-0	D-5 R-5 W-0	D-0 R-2.5 W-0	D-0 R-8 W-0	D-4.5 R-2.3 W-0	5 3 0
TOTAL(DAY)	92	239	292	623	320	55	81	43	144	187

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DATE: Week of October 3-8, 1994

	PERSONS ENTERING BUILDING				MATERIALS USED	DIRECTIONAL QUESTIONS		REFERENCE QUESTIONS		TOTAL REFERENCE QUESTIONS
	MEN	WOMEN	CHILDREN/ TEENS	TOTAL		PHONE	IN-PERSON	PHONE	IN-PERSON	
9-10 AM	D-5	D-44	D-22	71	D-24	D-8	D-3	D-12	D-30	42
	R-40	R-84	R-59	183	R-62	R-35	R-14	R-24	R-26	50
	W-10	W-14	W-43	67	W-4	W-5	W-6	W-0	W-1	1
10 AM-3PM	D-80	D-293	D-435	808	D-128	D-19	D-20	D-21	D-101	122
	R-117	R-284	R-215	616	R-428	R-87	R-98	R-62	R-136	198
	W-42	W-126	W-126	294	W-94	W-12	W-44	W-5	W-48	53
3-4 PM	D-21	D-62	D-58	141	D-37	D-9	D-8	D-7	D-53	60
	R-33	R-105	R-156	294	R-114	R-33	R-78	R-25	R-85	110
	W-14	W-62	W-26	102	W-24	W-12	W-18	W-5	W-4	9
4-5 PM	D-36	D-46	D-91	173	D-106	D-19	D-17	D-24	D-133	157
	R-37	R-117	R-167	321	R-241	R-42	R-84	R-43	R-79	122
	W-16	W-36	W-46	98	W-25	W-4	W-6	W-0	W-6	6
5-6 PM	D-10	D-17	D-36	63	D-92	D-9	D-16	D-3	D-79	82
	R-26	R-47	R-108	181	R-184	R-21	R-43	R-15	R-27	42
	W-2	W-9	W-11	22	W-13	W-4	W-0	W-0	W-3	3
6-7 PM	D-8	D-9	D-13	30	D-13	D-1	D-1	D-0	D-24	24
	R-25	R-49	R-77	151	R-162	R-3	R-22	R-8	R-11	19
	W-4	W-4	W-19	27	W-13	W-1	W-0	W-0	W-0	0
7-8 PM	D-10	D-9	D-11	30	D-35	D-1	D-0	D-0	D-9	9
	R-16	R-19	R-23	58	R-121	R-2	R-10	R-3	R-9	12
	W-0	W-0	W-0	0	W-0	W-0	W-0	W-0	W-0	0
TOTAL	552	1436	1749	3737	1917	327	488	257	864	1121

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MEMORANDUM

Staff Changes/ Salary Ordinance

Summary: Most of the changes in the salary ordinance are due to automatic step increases in salaries of newer employees. In addition, we need to hire two pages for DeMotte to replace two pages who resigned to take higher paying job. (Last month you approved adding the 10 hours one of those pages to the hours our clerk Rachael Webster works. Rachael has discovered that her college course load is too full for her to comfortably work 25 hours per week.)A replacement for these two pages is crucial since DeMotte's only other page is still inexperienced.

However, one change is major. Mary Martin will be resigning December 15 to become the new Library Director for the Lake Village and Newton County Contractual Library. Based on Mary's recommendation and my own confidence that she can do the job, I will promote Carol Bachman (Specialist I in Tech. Services) to Specialist II and make her System Administrator of the automated system. I will then hire an MLS librarian to serve as Technical Services Librarian.

Discussion: While we will really miss Mary--her expertise, her professionalism and commitment to public service, her sense of humor and her skill at public presentations, I know this career move is necessary for her at this time.

Mary and I have discussed Tech Services and the Systems Administration thoroughly. Mary has noted that combining the two roles has been "hair-pulling hectic" at times and recommends their separation.

The Technical Services Librarian will be responsible for acquisitions, original cataloging, AV cataloging, statistics and supervision of processing and routing new materials. These tasks require a professional background.

The Systems Administrator will be in charge of GALAXY reports, upgrades, staff communication, hardware and software troubleshooting, daily system support and back-up, database management, and would serve as GALAXY's contact person. This work, while a major responsibility (and headache) will take approximately 10% of Carol's time. The rest of her time will be spent as a Technical Services Specialist, under the supervision of the Technical Services Librarian, as she does now.

Carol acts as Mary's back-up for system work at present and has proven herself to be capable, intelligent, and willing to work through problems. She understands the telecommunication system, has handled dataline problems when Mary was off, knows how to analyze hardware problems and is becoming adept at working through software

problems. Mary is presently training Carol to create reports, add and edit in the Bulletin Board feature of GALAXY, and schedule and execute the quarterly backups, systems changes and annual software maintenance that needs to be done by a Systems Administrator. Her title will be Systems/Technical Services Specialist.

Mary has agreed to complete 1994 year-end reports, rollovers, and file clean-up which must occur after her resignation date. We will pay her the hourly equivalent of her present salary for that work.

I will advertise for a Technical Services Librarian at a salary of \$23,000 to \$26,000 depending on experience. I hope to be able to find someone at this salary, since administration of the automated system is not also a responsibility of this position. The total salary for two positions, split as proposed, will be about \$2,900 less than if Mary were here and the position were not split.

Vote: To approve the Salary Ordinance as revised November 1994.

The following dates include two meetings set for the third Monday instead of the second. If the January meeting is held the second Monday, it will be impossible to get month-end building reports turned in by Tuesday, Jan. 3, our first day back to work after New Year's and the day the packets are to be mailed. Gail will have not only month-end reports, but year-end reports to run before Dec. 30, since our accounting system will not allow her to write 1995 checks (for approval at Jan. meeting) until 1994 reports are completed.

She also cannot write 1995 checks until our AVC representative changes over our accounting system from 1994 to 1995. Since he must change every AVC library system in the state, it is impossible to count on his having us changed over in time for writing checks on January 3 or even January 5. A meeting on the third Monday would allow time for all the additional year-end work to be completed and allow time for system changeover.

The December meeting on the third Monday will eliminate the need for two meetings in December.

Board Meeting Dates

1995

(proposed)

January 16 (third Monday)

February 13

March 13

April 10

May 8

June 12

July 10 (Budget approved for advertising)

August 14 (Regular meeting + Budget hearing)

August 28 (to pass budget only)

September 11

October 9 (at DeMotte)

November 13 (at Wheatfield)

December 18 (third Monday)

GOALS

1. *Review staff, compensation, benefits and training.*

We recommend rewording this goal as follows:

Ensure that the library is providing its communities with well-trained, experienced, service-oriented personnel to meet users' needs effectively and promptly, by regularly reviewing staff size, compensation, benefits and training.

4. *Study specialization of branches and/or staff.*

We recommend rewording this goal as follows:

Specialize individual collections and promote resource sharing

MEMORANDUM

Materials Selection Policy Meeting Room Policy

Recommendations of Policy Committee

Summary: A new Materials Selection Policy has been drafted and is recommended for adoption by the Board. The present Meeting Room Policy is working well and no changes are recommended at this time.

Discussion: This policy gives DeMotte and Rensselaer the responsibility for acquisition of the more specialized reference materials, with Wheatfield purchasing to meet the general needs of their public. It was felt that Wheatfield users would be willing to go to DeMotte or Rensselaer for more specialized needs.

Differentiation is also made between the responsibilities of each library in the area of genealogy and local history.

The gift policy was incorporated into the overall Materials Selection Policy.

In view of the large number of patrons who, when surveyed, requested additional numbers of entertainment videos and in view of the library's desire to meet the needs and requests of its taxpayers, the Committee felt that they could not recommend eliminating or further restricting purchase of entertainment videos.

Next Step(s). The Board will decide whether to adopt the new Materials Selection Policy and the present Meeting Room Policy as recommended by the Policy Committee.

Vote: To accept the Materials Selection Policy as presented (or amended) and the Meeting Room Policy as presented (or amended).

DRAFT

Materials Selection Policy

The library sets as its major goals in materials selection: the advancement of knowledge and the enrichment of personal recreation for all residents of the library's service district.

The phrase "library materials" as it occurs in this policy has the widest possible meaning. Included are such materials as books, magazines, audio and video records on tapes, disks, or otherwise.

Ultimate responsibility for materials selection rests with the Director, who operates within the framework of this selection policy adopted by the Library Board. Actual materials selection is done by librarians and other qualified personnel.

BUILDING THE COLLECTION

A. By Library

A special effort is made to adapt each collection to the community which it serves and to keep up with population growth and expanding information needs of the various communities.

1. Rensselaer Headquarters and the DeMotte Library: These libraries will provide well-rounded collections of reference and circulating materials for use by the public, including the more specialized reference and bibliographic aids for the system.
2. Wheatfield Library: The Wheatfield Library will make available materials that will satisfy the general and frequent needs of its community. Selection is not limited to materials purchased for the other libraries.

B. By Age Group

1. Adult: Selection must be as broad in scope as the interests and needs of the community. Besides aiming at variety and depth, it must recognize a wide range of reading ability and taste.
2. Young Adult: Each library will maintain a collection for young people aged approximately 11-17. This collection is intended primarily as a bridge between children and adult collections. Some titles appear in both the adult and young adult collections or in the children's and young adult collections.

3. Children: This collection will endeavor to satisfy the informational, recreational, and cultural reading interests and needs of children from preschool to age 14.

CRITERIA FOR SELECTION

All acquisitions, whether purchased or donated, will be selected in accordance with one or more of the following criteria:

- . Critical reviews and information in professional selection aids
- . Effectiveness of style, format and content for intended audience
- . Need for breadth and balance of viewpoints and subjects within the collection
- . Relation to existing collection and other materials on the subject
- . Reputation and significance of author, publisher, composer and/or artist
- . Popular demand
- . Cost
- . Contemporary significance or permanent value
- . Format

The Library recognizes that many materials are controversial and that any given item may offend some patrons. The choice of library materials by users is an individual matter. A person may reject certain items for himself/herself or for his/her family, but he/she does not have the right to restrict access to these materials by others. Selection will not be made on the basis of any anticipated approval or disapproval, but on the merits of the work as it relates to the criteria listed.

The library cannot limit its selection to materials suitable for children and adolescents, but must consider its adult audience; therefore, some materials may be deemed by parents as inappropriate for their children. Since parents' feelings differ and children of the same age differ greatly in levels of maturity the library will not act as judge of what materials a child is mature enough to borrow. This responsibility must remain with the parent.

LOCAL HISTORY

The Jasper County Public Library recognizes the need to collect materials pertaining to the history and past residents of Jasper County.

The Rensselaer, DeMotte and Wheatfield Libraries will also collect and retain a copy of all materials reasonably available pertaining to the specific communities within which those branches are located. These materials should include oral and written histories of community families.

The Rensselaer Library is charged with maintaining a specialized genealogy and local history collection concerning Jasper County and the State of Indiana. The DeMotte Library will collect and retain a copy of all materials reasonably available pertaining to the history of the Kankakee Valley area.

GIFTS

Gifts are accepted subject to the following limitations:

1. The Library retains the unconditional ownership of the gift.
2. The Library makes the final decision on its use or other disposition of the gift.
3. The Library reserves the right to decide the conditions of display, housing and access to the materials.
4. Materials donated to the genealogy and local history collection will be screened by the staff for usefulness in research.

COMPLAINTS

Complaints concerning specific materials in the collection should be discussed with the appropriate department or Agency Librarian. If a satisfactory resolution is not reached, the complaint will be discussed with the Library Director. If satisfactory resolution is not reached by this approach, a written complaint must be submitted to the Library Board via the Director.

COLLECTION MAINTENANCE

Except in the area of local history, JCPL is not a library of historical record. Therefore, to ensure a vital and useful collection, materials no longer needed in the library system will be disposed of according to good library practice.

USE OF LIBRARY MATERIALS

Library materials are not marked or identified to show approval or disapproval of the contents, and no book or other item is sequestered except for the purposes of protection from injury or theft.

LIBRARY BILL OF RIGHTS

The Library Bill of Rights, which follows, is as precise and concise a statement of our beliefs as can be found. We have adopted it as a part of our overall selection policy.

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980 by the ALA Council.

10/94

Present Policy

JASPER COUNTY PUBLIC LIBRARY MATERIALS SELECTION POLICY

The purpose of the Jasper County Public Library materials selection policy is to guide librarians and to inform the public about the principles upon which selections are made.

A policy cannot replace the judgement of librarians but stating goals and indicating boundaries will assist them in choosing from a vast array of available materials. Those responsible for materials selection utilize their professional training and experience and a variety of bibliographic aids to provide the basis for selection.

The library sets as its major goals in materials selection: the advancement of knowledge, the education of the people of the community, and the provision of recreational reading.

The phrase "library materials" as it occurs in the policy has the widest possible meaning; hence, it is implicit that every form of permanent record is to be included in this definition, whether printed or in manuscript; bound or unbound; photographed or otherwise reproduced. Also included are audio records on tapes, discs, or otherwise; films and pictures in the form of photographs, paintings, drawings, etchings, etc.

Freedom of speech and freedom of the press, with certain exceptions defined by law, are part of our national heritage, and are accepted and defended by the courts. The Public Library is based on the belief that the people should have free access to all points of view.

RESPONSIBILITY FOR MATERIALS SELECTION

Ultimate responsibility for materials selection rests with the Director, who operates within a framework of policies adopted by the Jasper County Public Library Board of Trustees. Actual materials selection is done by librarians and other qualified personnel.

ORGANIZATION OF THE LIBRARY AS A FACTOR IN BUILDING THE COLLECTION

A. By Library

1. Rensselaer Headquarters

The Rensselaer Headquarters is responsible for providing a well-rounded collection of reference and circulating materials for use by the public. It provides the more specialized reference and bibliographic aids for the entire system. For requested materials not owned by the library itself, the Rensselaer Headquarters relies upon the Interlibrary Loan system available through the Northwest Indiana Area Library Services Authority (NIALSA).

2. Branches

Branch libraries make available to communities such collections that will satisfy the most general and frequent needs of the residents. Branch selection, is not limited to materials purchased for the Rensselaer Headquarters. A special effort is made to adapt each collection to the community in which it is located, and to keep up with population growth and expanding information needs of the various communities. Whenever a branch is unable to supply a request, it has access to the more comprehensive Rensselaer Headquarters collection and through the headquarters to the Interlibrary Loan system.

B. By Age Group

1. Adult

Adult collections are chosen for persons 14 years and older. Selection must be as broad in scope as the interests and needs of the community. Besides aiming at variety and depth, it must recognize a wide range of reading ability.

2. Young Adult

The Jasper County Public Library maintains collections for young people aged approximately 11-17 at all locations. This collection is intended primarily as a bridge between the children and adult collections. In the case of classic works of literature and books of broad appeal, some titles appear both in the adult and young adult collections or in the children's and young adult collections. Works of non-fiction for young adults may be but are not necessarily separated from of non-fiction for adults.

3. Children

In selecting materials for children, the objective is to make available a collection that satisfies the informational, recreational, and cultural reading interests and needs of children from preschool to age 14.

CRITERIA FOR SELECTION

Demand is a valid factor in materials selection. Requests from patrons are welcome and are given serious consideration.

The Library recognizes that many materials are controversial and that any given item may offend some patrons. Selection will not be made on the basis of any anticipated approval or disapproval, but on the merits of the work as it relates to building of the collection and to the interests of readers.

Since the Library cannot limit its selection to materials suitable for children and adolescents, but must consider its adult audience, some materials may be deemed by parents as inappropriate for their children. Since parents' feelings differ and children of the same age differ greatly in levels of maturity the library will not act as judge of what materials a child is mature enough to borrow. This responsibility must remain with the parent.

Complaints concerning specific materials in the collection should be discussed with the appropriate department or Branch Supervisor or the Library Director. If satisfactory resolution is not reached by this approach, a written complaint must be submitted to the Board of Trustees via the Library Director.

A special effort will be made to build the collection concerning Jasper County, Indiana, and the authors of the area and state. The Jasper County Public Library recognizes the need to collect materials pertaining to the history and past residents of Jasper County. The Headquarters Library is charged with maintaining a specialized genealogy and local history collection concerning the Jasper County and the State of Indiana. The branches will collect and retain materials pertaining to the specific communities within which those branches are located.

Pertaining to the headquarters' collection, materials selected for the genealogy collection will include general guides to genealogical research, compilations of records for general research and other materials which have long-term usefulness for the library system. Specific types of local materials to be acquired will be limited to:

- County gazateers
- County atlases
- City directories
- Telephone books
- Census records
- County indexes
- County histories, both published and unpublished
- County birth, death and marriage records indexes
- Immigration and passenger lists
- Yearbooks from county schools, public & private
- County military records
- County land ownership atlases (plat books)
- Photographs of important places and events within the county
that are of significant historical importance
- Brochures, pamphlets, and flyers of significant historical
importance

County newspapers will no longer be purchased on microfilm due to their availability at the publishers' offices and St. Joseph's College.

Materials pertaining to the State of Indiana will be added to the genealogy collection when they offer historic information that may be of use to researchers or when they are only copies of irreplaceable materials.

Multiple copies of materials at the headquarters will first be offered to the branches for their collections, then to the members of the local historic and genealogical societies for their members to purchase.

Family histories will not be purchased, but will be added to the collection when donated to the library. Family bibles and diaries generally will not be added to the collection.

Journals and incidental papers of importance to genealogical research will be collected and housed at the Headquarters Library. This includes publications of genealogical and historic groups, state, regional and federal organizations and research organizations.

Gifts are accepted subject to the following limitations:

1. The Library retains the unconditional ownership of the gift.
2. The Library makes the final decision on its own use or other disposition of the gift.
3. The Library reserves the right to decide the conditions of display, housing, and access to the materials.
4. Materials donated to the genealogy and local history collection will be screened by the librarians as to their usefulness to others research.

USE OF LIBRARY MATERIALS

Library materials are not marked or identified to show approval or disapproval of the contents, and no book or other item is sequestered except for the purposes of protecting it from injury or theft.

MAINTAINING THE COLLECTION

The same criteria will be used in "weeding" materials from the collection as are used in their acquisition. In order to maintain the collection in its most attractive and useful condition, the librarians will use their judgement in removing from the collection materials which are no longer useful or are not in a condition suitable for circulation. They will refurbish by repair or rebinding books which are deteriorating, whenever appropriate. Materials no longer useful to the Library may be given away or sold for the benefit of the library.

Though not a general practice duplication of materials may be necessary in the case of material of great demand or to supplement local educational programs.

It is not the Library's policy to replace all books withdrawn because of loss, damage or wear. If demand warrants replacement, the title or one of similar content will be considered.

The Library Bill of Rights, which follows, is as precise and concise a statement of our beliefs as can be found. We have adopted it as a part of our overall selection policy.

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background or views of those contributing to their creation.

2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980. by the ALA Council.

12/87



JASPER COUNTY
PUBLIC
LIBRARY

**Meeting Room
Policy**

DeMotte	987-2221
Rensselaer	866-5881
Wheatfield	956-3774

1993

R19

Who May Use the Meeting Rooms

The Rensselaer, DeMotte, and Wheatfield libraries have meeting areas available primarily for the use of nonprofit groups or meetings of a civic, cultural, or educational nature. Meetings of a partisan political nature are prohibited.

Meeting rooms may not be used for profitmaking or private socializing purposes. Buying, selling or advertising on library premises is not permitted except in support of the library.

The Board of Trustees reserves the right to make a final decision if questions arise concerning use of the libraries.

Responsibilities of User Group

Use must be confined to the activity for which the facilities were requested. Grounds, furniture, equipment and other property must be properly cared for and returned to a neat and orderly condition following use. Upon leaving the building, meeting room must be securely locked.

Furnishings may not be removed from the meeting area without permission of the building supervisor. Nothing may be attached to or removed from walls, ceiling or floor except on designated bulletin boards or by special permission of the building supervisor.

Open flames (candles, matches, etc.) and red or purple beverages are not permitted in meeting rooms.

Groups using the library's facilities are responsible for the actions of those persons attending their functions and must take full responsibility for loss or damage to any Library property, furnishings, and/or equipment occurring as a result of their use of Library property.

The Library shall not be responsible for damage or injury to any person or property occurring as a result of the group's use of the library.

Groups meeting while the library is open for business must maintain a noise level that does not interfere with the normal functioning of the library.

Publicizing Programs

The fact that a group is permitted to meet at the Library does not imply Library approval of the group or of the ideas presented at the meeting. Publicity for meetings or programs must make it clear that the Library is not a sponsor of the event.

Room Charges/ Admission Fees

There is no charge for single or monthly meetings or programs. Groups wishing to hold regular weekly meetings must obtain permission from the Board of Trustees and may be charged a fee. All meetings must be cleared with the Director, Agency Librarian or Branch Manager.

Until further notice, no fee is charged for meeting room use, but donations to the library's gift fund are accepted with pleasure.

Admission charges cannot be assessed for meetings held in the library's meeting rooms. Charges may be assessed for supplies needed by participants in programs.

Smoking and Drinking

Smoking and alcoholic beverages are not permitted in any part of the library.

Revoking of Meeting Room Privileges

The Library reserves the right to revoke meeting room privileges for any group if it feels the group has not met the conditions stated in this policy.

The Library's Responsibility

The Library is not responsible for items left in the building. No storage facilities are available for meeting room users.

Meeting Room Reservation

List all meeting dates desired:

Jan _____ Apr _____ Jul _____ Oct _____

Feb _____ May _____ Aug _____ Nov _____

Mar _____ Jun _____ Sep _____ Dec _____

Start time _____ End time _____
(Be sure to include set up and clean-up time)

Purpose of meeting being scheduled _____

Equipment/Furniture Needed _____

Organization _____

Contact Person 1. _____ Phone _____

Contact Person 2. _____ Phone _____

Approximate size of group _____

I have received a copy of and read the Meeting Room Policy and Procedures and agree that my group will abide by its provisions. As representative of my organization I accept full responsibility for loss or damage to any Library property, furnishings, and/or equipment occurring as a result of the organization's use of Library property. I understand that the Library assumes no responsibility for group or personal belongings of those in attendance at the meeting, and agree to close and lock the meeting room securely and leave it in a neat and orderly condition. The Library shall not be responsible for damage or injury to any person or property occurring as a result of our activities while using library facilities. I further understand that our group's privilege to use the library may be suspended if the group does not adhere to the rules and regulations.

Date _____ Signature _____

STAFF USE ONLY

Approved _____ Scheduled in book _____ Copy of Reservation Agreement given to representative of group _____ (date & initial) _____

Meeting room reserved (DeMotte only): East _____ West _____ Combined _____

MEMORANDUM

1995 Budget

Summary: The Board may adopt the total budget as recommended by the Budget Committee or it may wish to act on the following parts of the budget recommendation separately:

Director's Salary for 1995

Monthly amount you will pay toward employee's health insurance in 1995

Total budget

Discussion: Details of the budget are found on pages R24 - R28. The amount I suggested for Director's salary is about a 3% increase (3% would be \$38,734.18). This is a smaller percentage increase than most employees will receive, but I feel it is fair.

Health Insurance: We presently pay \$40 per month toward the health insurance of 5 employees. (However, our budget provides funds to cover all eligible persons = \$12,000 --at the beginning of the year we planned to cover all working 32 hours or more per week. We changed to 35 hours or more per week later in the year). It would take \$16,320 to cover every eligible employee at \$80 per month.

Next Step(s). To determine Director's salary and the amount we will pay for health insurance. Then to determine whether to accept the Budget Committee's recommendation on the rest of the budget.

Vote: To pay \$__ per month during 1995 toward employee health insurance. To adopt a 1995 budget of \$ 954,071 as recommended by the Budget Committee or to adopt a 1995 budget of \$_____ (if you change any part of it).

1995 Budget Comparisons

	1994 Adjusted Budget	1994 Disbursed to Nov.1,94	1995 proposed working budget	% of Total Budget
1 PERSONAL SERVICES				
1.1 Salaries and wages				
1.11 Salary of librarian	\$37,606	\$31,300	\$38,730	
1.12 Salary of Assistants	\$374,642	\$298,498	\$381,564	
1.13 Wages of Janitor	\$17,056	\$13,031	\$26,819	
1.2 Employee benefits				
1.21 Employer: FICA	\$32,893	\$26,227	\$34,141	
1.22 Unemployment Comp	\$1,224	\$951	\$1,240	
1.23 Employer: PERF	\$22,277	\$21,193	\$23,218	
1.24 Employer: Group Insur.	\$12,000	\$1,250	\$16,320	
1.3 Other personal services				
1.31 Other personal services	\$1,500	\$474	\$1,500	
Total Personal Services	\$499,198	\$392,924	\$523,531	55%
2 SUPPLIES				
2.1 Office supplies				
2.11 Official records	\$800	\$122	\$950	
2.12 Stationery/printing	\$500	\$156	\$600	
2.13 Other office supplies	\$4,500	\$3,140	\$4,500	
2.2 Operating supplies				
2.21 Cleaning/sanitation	\$5,500	\$2,120	\$4,000	
2.22 Fuel/oil/lubricants	\$20	\$6	\$20	
2.23 Other operating supplies	\$1,000	\$1,323	\$2,800	
2.3 Repair/maintenance supplies				
2.31 Building materials	\$600	\$422	\$650	
2.32 Painting supplies	\$200	\$6	\$200	
2.33 Repair parts	\$250	\$72	\$300	
2.4 Other supplies				
2.41 Library supplies	\$4,500	\$1,462	\$4,000	
2.42 Automation supplies	\$5,000	\$3,472	\$5,000	
Total Supplies	\$22,870	\$12,301	\$23,020	2%
3 OTHER SERVICES/CHARGES				
3.1 Professional services				
3.11 Consulting services	\$0	\$0	\$0	
3.12 Engineer/Arch Services	\$500	\$0	\$500	
3.13 Legal services	\$1,500	\$0	\$2,500	
3.14 Other profess. services	\$1,000	\$0	\$500	

3.2 Communication/Transportation				
3.21	Telephone	\$23,500	\$16,588	\$25,000
3.22	Postage	\$5,000	\$3,692	\$7,500
3.23	Traveling expenses	\$3,500	\$2,697	\$4,000
3.24	Professional mtgs	\$3,500	\$4,263	\$6,000
3.25	Freight/Express	\$50	\$0	\$50
3.3 Printing/Advertising				
3.31	Adv/Public. of notices	\$800	\$329	\$500
3.32	Printing (not off. supply)	\$600	\$148	\$500
3.4 Insurance				
3.41	Official bonds	\$500	\$50	\$250
3.42	Other insurance	\$13,400	\$12,826	\$18,000
3.5 Utility services				
3.51	Gas	\$32,000	\$16,535	\$27,000
3.52	Electricity	\$55,000	\$42,548	\$57,000
3.53	Water	\$1,500	\$851	\$1,600
3.54	Waste disposal service	\$2,800	\$1,914	\$3,200
3.6 Repairs/maintenance				
3.61	Bldgs/Structures	\$9,000	\$11,981	\$16,000
3.62	Equipment	\$2,500	\$1,302	\$4,000
3.7 Rentals				
3.71	Real estate		\$0	
3.72	Equipment	\$250	\$204	\$250
3.91	Dues	\$2,200	\$70	\$1,800
3.92	Interest on loans		\$0	
3.93	Taxes/Assessments		\$0	
3.94	Transfer to LIRF	\$7,000	\$0	\$6,000
3.95	Service contracts	\$16,670	\$7,250	\$10,000
3.96	Petty cash	\$120	\$0	\$120
3.97	Interview/moving expense	\$250	\$0	\$250
3.98	Maintenance contracts	\$30,000	\$5,040	\$35,000
Total Other Services/Charges		\$213,140	\$128,288	\$227,520 24%
4 CAPITAL OUTLAYS				
4.1	Land		\$0	
4.2	Buildings		\$0	
4.3	Improvements		\$72	\$3,000
4.4	Furniture/equipment	\$5,000	\$4,443	\$12,000
4.5 Other capital outlays				
4.51	Books	\$115,000	\$63,806	\$113,000
4.52	Periodicals,newspapers	\$35,000	\$25,994	\$35,000
4.53	Nonprint materials	\$12,000	\$8,346	\$17,000
Total Capital Outlays		\$167,000	\$102,661	\$180,000 19%
FUND TOTAL		\$902,208	\$636,174	\$954,071
Operating Balance		\$82,003		\$138,165

Explanation of Budget 1995 Comparisons Document

Column 1: Fund account number
 Column 2: Description of account
 Column 3: 1994 *working* budget as adopted by board.
 Column 4: Monies actually disbursed Jan. 1 - November 1, 1994
 Column 5: 1995 Proposed "working" budget

Budget Committee Recommendations

Salaries(1.1): Carol Mitchell (Tech Serv. Asst 2) will become a 40 hr. employee as the former person in that position was. We will not reinstate the 3rd page at Rensselaer , but will add a 35 hr per week circulation clerk * and increase Library Assistant Karen Loehrer's hours from 35 to 40. We will add a 5 hr per week bookkeeper/clerk for our administrative offices to learn bookkeeping tasks as well as to do photocopying and other clerical duties.

* One member of the Budget Committee disagreed with this recommendation. To further explain the reason for the addition of this position, see page R .

We will not replace the 16 hour per week clerk at DeMotte, but will add 4 hours per week for a library assistant/specialist to work in the evenings (not a new position).

We are also recommending changing 3 Library Assistant I staff to Library Assistant II. All are eminently qualified for the promotion by their education, their expertise, and the level of their responsibility. This includes one person at each library. In addition, Diane Wiers would become a Specialist II, since she is now carrying the full scope of childrens/young adult librarian duties. (In the past, she let Pam do some parts of the job with which she did not feel comfortable.)

Group insurance(1.24): We included \$80 per month per employee for the 17 persons eligible for group insurance.

Total budget for Personal Services, as detailed above, represents only a 4.9% increase over last year's budget (\$24,233). This is the smallest increase in actual dollars and in percentage since 1989. The average increase since 1987 is 11.2%. Without the increase in group insurance, it would be only a 4% increase.

Official records(2.11): Purchase orders, checks, other official forms.

Other operating supplies(2.23): Light bulbs are a much larger expense than we previously estimated.

Telephone (3.21): We added to this appropriation in case we want to consider add phone lines for Internet access and for dial-up access to CD ROM. It is possible that Rensselaer will add a pay phone also.

Postage (3.22): Rates will be increasing next year.

Travel expenses (3.23): We are keeping within budget here; however, if we increase funds for board and staff professional meetings (3.24) , we may need to increase funds here also.

Professional meetings (3.24): This year we will be over budget in this category because of the board's retreat and because we decreased the budget in this account from \$5000 in 1993 to \$3500 in 1994. We need money for board and staff to attend good conferences and workshops which may be offered in 1995.

Printing (3.32): This includes brochures and other special publicity we may wish to develop.

Waste disposal(3.54): We now pay for Wheatfield waste treatment in addition to DeMotte and Rensselaer.

Buildings/structures (3.61): This category includes elevator inspections (and repairs if ever necessary), and other repair work which has previously been under warranty. We used a large amount of this budget for snow removal and lawn care this year. Outside maintenance will continue to be a big expense in comparison to the expense incurred in our old buildings.

Equipment repairs & maintenance (3.62): This includes telephone repairs, fire extinguisher inspection and repairs, typewriter and terminal repairs, etc. We have eliminated some service contracts and pay full cost if repair is necessary.

Dues (3.91): We advise renewing ALA membership. This organization provides a great deal of national publicity which benefits us, publishes valuable books and journals, lobbies on our behalf. PLA (Public Library Association) is a part of ALA and has very good annual conferences which we could take advantage of.

Service contracts (3.95): The Rensselaer janitor's salary was previously in this category. Our present janitor is not paid on contract, but as an employee. We have again had requests from staff to increase our courier service to 5 days per week (2 extra days per week). This year our charges increased 3%. If we increase next year's estimated expenses by 3%, we would spend \$5315 for 3 days service and \$8858 for 5 days service.

Maintenance contracts (3.98): This includes contracts for maintenance of PC's, copiers, elevator, heating & air conditioning system and controls, fire alarm systems, automation system (over \$21,000 in 1995).

Improvements, other than buildings(4.3): This would be the place to add additional features to our automation--software, extra memory, extra ports. We have expanded our system considerably in 1994 and do not plan to do much more in 1995.

Equipment (4.4): FAX machines will be 5 years old. Wheatfield needs an IBM compatible computer for public and staff use and a laser printer for their newsletters and other printing for our system. We may need to replace some automated equipment for which we have no service contracts. At Rensselaer, staff use the public PC for many newsletters, etc., because the capabilities and the appearance of the finished products are much superior to products of the old Apple computer which we still use in the workroom. We need an IBM-compatible PC for the workroom.

Books 4.51: Since some expensive reference books are now being purchased on CD ROM (appropriation #4.53), we have transferred some funds from the book budget to the Nonprint materials budget. This year (1994) we are spending less than our budgeted amount on books as in many other appropriations, in an effort to increase our operating balance at the end of the year. A budget of \$113,000 is \$15,000 higher than the present year's expenditures for books.

Nonprint materials (4.53): We would like to expand our offerings on CD ROM. Some of these are expensive but would be used extensively. We would also like to expand our books-on-tape, due to popular demand.

Cash Flow

We can have an adequate approved budget but still be in a financial bind if we don't have cash to back up our budget. How do we fair in this respect with the proposed 1995 budget?

We have estimated an operating balance for the end of 1994 of \$243,000 (operating fund cash). (At the end of 1993, we had \$199,605.)

For this next year, we expect receipts (conservative estimate) of \$936,813. Adding the operating balance, we will have \$1,179,813. The proposed budget is \$953,833. If we spend every penny of that budget and do not have additional receipts, we would end the year with an operating balance of \$225,980. However, we never spend all of a budget. When budgeting, we estimate our needs high so that we can cover the unexpected. Money is always left over. In our worst year (1993) we saved \$44,000. In 1994 we will save about \$110,000. We also can expect additional receipts. In 1994, our receipts will be at least \$10,000 more than estimated at the beginning of the year.

Gail and I feel that by careful spending, we can expect a healthy operating balance at the end of 1995 of at least \$300,000. Our goal is to have a \$500, 000 operating balance by the end of 1997. At this time, we would be able to concentrate heavily on adding to our LIRF (Library Improvement Reserve Fund).

**Circulation Clerk for Rensselaer
35 hours per week
(\$8,418)**

As we discussed at the Planning Retreat, we have one library (only) where staff surveys and my later meetings with each staff indicated a problem with the level of staffing. At Rensselaer, the staff is dissatisfied with the level of service they are able to give.

Kim has summarized the feelings of the staff as follows:

"As the library offers more resources (materials), people are demanding more from us. And our ultimate goal is to provide the information the public seeks....

"The Headquarters Staff has been complimented on our friendly and accommodating service time after time. However, we are not able to keep up with user demand at our present staffing level.

"Because the staff are running from the reference area to computers to circulation, they cannot stop and provide the friendly attention the patron deserves. Most of the staff feel that the one-on-one service of our small town library is being lost. No one has time to stop and give any special attention. We are not able to do a reference interview because we have other patrons waiting on us to help. We do not have adequate time to order materials, because it is not a priority when you have people waiting. We are not able to prepare programs because customers are waiting. We are not able to take breaks because patrons are waiting. Because people need our help, all our other jobs are taking a back seat.

"It is my job to keep staff morale high so they can provide the service the patrons request. I work on this every day of the week. This is my number one priority. It is difficult to stretch a staff so thin and then ask them to stay abreast of the new services we are providing. We feel that we have staff with expertise, but we need more clerks to provide friendly, efficient service at the circulation desk to free up assistants, specialists and librarians to do the jobs they have been trained to do."

I would like to point out that the Youth Services staff is doing innovative programming, including school/library cooperative efforts. This brings more people to the library, but it takes time to plan and to execute. Rensselaer has almost twice as many people bringing questions to the desk as at DeMotte. The library is a busy place.

The Board set goals for the library which include a large increase in circulation and faster, more efficient reference services. We cannot reach these goals without adequate staff. The addition of a 35 hour per week circulation desk clerk would benefit us greatly as we work toward these goals.

1994 Operating Budget

In an attempt to spend only 87% of our budget, our goal is to spend no more than \$65,410 per month. Figures below show what is actually spent each month and how close we are to meeting that goal.

		Total Spent	Planned	
	Spent	1994	Spending 1994	Over-Under Budget
January	\$54,039.39	\$54,039.39	\$65,410.00	(\$11,370.61)
February	\$60,971.21	\$115,010.60	\$130,820.00	(\$15,809.40)
March	\$67,216.53	\$182,227.13	\$196,230.00	(\$14,002.87)
April	\$71,938.54	\$254,165.67	\$261,640.00	(\$7,474.33)
May	\$57,599.20	\$311,764.87	\$327,050.00	(\$15,285.13)
June	\$57,269.28	\$369,034.15	\$392,460.00	(\$23,425.85)
July	\$58,326.85	\$427,361.00	\$457,870.00	(\$30,509.00)
August	\$69,728.58	\$497,089.58	\$523,280.00	(\$26,190.42)
September	\$65,875.50	\$562,965.08	\$588,690.00	(\$25,724.92)
October	\$73,209.00	\$636,174.08	\$654,100.00	(\$17,925.92)

CIRCULATION STATISTICS

	DEMOTTE					RENSSELAER					WHEATFIELD					SYSTEM	
	Added		Withdrew		CIRC- ULA- TION	Added		Withdrew		CIRC- ULA- TION	Added		Withdrew		CIRC- ULA- TION	TOTAL: CIRCULA- TION	
	V	T	V	T		V	T	V	T		V	T	V	T			
	O	I	O	I		O	I	O	I		O	I	O	I			
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	U	L	U	L		U	L	U	L		U	L	U	L			
	M	E	M	E	M	E	M	E	M	E	M	E					
	E	S	E	S	E	S	E	S	E	S	E	S					
October 1994			S		S		S		S		S		S				
XX																	
ADULT BOOKS																	
Fiction	66	66			1813	66	66	98	97	2289	92	92	2	2	877	4979	
Nonfiction	58	52			1580	133	89	113	65	1654	103	79	10	1	744	3978	
CHILDREN'S BKS																	
Fiction	39	39			2511	109	109	20	16	2790	41	41			901	6202	
Nonfiction	14	14			626	16	16	7	6	1010	20	20			237	1873	
MAGAZINES,ADT																	
MAGAZINES, CH																	
GRAPHIC MAT'L																	
MICROFORMS																	
SOUND RE/ADUL	4	4			334	13	13	7	6	526	8	8			261	1121	
SOUND REC., CH	2	2			48					135					17	200	
CD ROM SOFTWF	1	1														0	
SOFTWARE																	
VERTICAL FILE					120	106	106	15	15	70						190	
VHS	51	50			543	61	61			710	28	27			538	1791	
EQUIPMENT																	
TOTAL	235	228	0	0	8577	504	460	260	205	9640	292	267	12	3	3953	22170	
XX																	
PERCENT INCREASE/DECREASE					-4.0%					-2.0%					40.0%		
END OF MONTH:					DEMOTTE					RENSSELAER					WHEATFIELD		
Total Materials Owned					29712					43503					22721		
Total Titles Owned					27947					39897					20681		
Daily Avg Circulation					330					371					152		
XX																	
MONTHLY SYSTEM STATISTICS					1993					1994					% change		
Circulation					21626					22170					3%		
Jan. to date circulation					215080					219762					2%		

WHEATFIELD COLLECTION

MONTH
END

VOLUMES	TITLES
1	1
2	2
3	3
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5	5
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100	100

ADULT BOOKS

CHILDREN'S BKS

Fiction
Nonfiction

MAGAZINES, ADLT
MAGAZINES, CH

0 0 0 0 0 0 0 0 0 0 MICROFORMS

866	737	870	741	1910	1364	1916	1371	1239	1101	1247	1109	SOUND REC,ADULT
12	12	14	14	4	4	4	4	3	3	3	3	SOUND REC., CH
5	2	6	3	11	6	11	6	1	1	1	1	CD ROM SOFTWARE
4	2	4	2	102	38	102	38	113	58	113	58	SOFTWARE
0	190	0	190	190	120					0	0	VERTICAL FILE
568	544	619	594	742	717	803	778	542	489	570	516	VHS
0	0	0	0	0	0	0	0			0	0	EQUIPMENT
29477	27719	29712	27947	43540	39853	43503	39897	22441	20417	22721	20681	TOTAL

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
October 1994

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
REGISTRATIONS				
Borrowers--Beginning of month:	4724	5026	1916	11666
Added this month	181	199	77	457
Withdrew this month	79	91	6	176
Total registered	4826	5134	1987	11947
Non-resident, paying	35	40	0	75
PLAC card users	1	3	0	4
Reciprocal borrowers	117	61	5	183
XX				
INTRALIBRARY LOANS FILLED	163	112	95	370
LOCAL HISTORY				
In person	4	35		39
Letters		4		4
IN-HOUSE USE - HARDWARE/SOFTWARE				
Computer agreements	11	175	28	214
Software used	11	187	34	232
VCR Use	6	1		7
Microforms		55		55
Other	8	2	3	13
XX				
INTERLIBRARY LOANS				
Requests made for:	30	48	21	99
Items rec'd for:	31	49	24	104
Items outstanding:	-1	-1	-3	-5
Items from Indiana libraries	17	31	17	65
Items requested by other libraries				0
Items supplied to other libraries				0
Info requests answr'd for other libraries				0
Info sent to other libraries				0

CIRCULATION BY PATRON CODE
October 1994

	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
PATRONS	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total
Adult Male (0)	903	11.2%	799	8.9%	431	11.7%	2133	10.3%
Adult Female (1)	4600	57.1%	4358	48.4%	2163	58.6%	11121	53.6%
Juvenile 0-11 (2)	1223	15.2%	1468	16.3%	445	12.0%	3136	15.1%
YA 12-17 (3)	596	7.4%	730	8.1%	421	11.4%	1747	8.4%
Nonresident No Fee (4)	85	1.1%	174	1.9%	5	0.1%	264	1.3%
Board/Staff (5)	256	3.2%	641	7.1%	218	5.9%	1115	5.4%
School (6)	1	0.0%	153	1.7%	0	0.0%	154	0.7%
St. Joseph College (7)	0	0.0%	79	0.9%	0	0.0%	79	0.4%
State Library Card (8)	3	0.0%	10	0.1%	0	0.0%	13	0.1%
Nonresident Fee (9)	131	1.6%	270	3.0%	0	0.0%	401	1.9%
Corporate (10)	0	0.0%	130	1.4%	0	0.0%	130	0.6%
Reciprocal (11)	257	3.2%	196	2.2%	11	0.3%	464	2.2%
Total	8055		9008		3694		20757	
Total items borrowed by nonresidents	477	5.9%	882	9.8%	16	0.4%	1375	6.6%

JASPER COUNTY PUBLIC LIBRARY PROGRAMS
October 1994

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Children's Programs (0-13)	19	11	17	47
Number attending	385	315	278	978
YA Programs (14-17)		1	1	2
Number attending		16	7	23
Adult Programs	3	6	2	11
Number attending	25	154	16	195
Senior Citizen Programs		1	1	2
Number attending	10	42	24	76
TOTAL NO. OF PROGRAMS	22	19	21	62
TOTAL PERSONS ATTENDING	420	527	325	1272

CIRCULATION BY ITEM FINE CODE
October 1994

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	82	33	34	149
100 (1)	66	66	37	169
200 (2)	55	65	14	134
300 (3)	275	246	104	625
400 (4)	10	5	1	16
500 (5)	67	56	42	165
600 (6)	471	346	265	1082
700 (7)	198	268	76	542
800 (8)	58	75	22	155
900 (9)	155	235	72	462
B (10)	111	209	52	372
j000 (11)	16	31	3	50
j100 (12)	8	16	1	25
j200 (13)	6	13	3	22
j300 (14)	111	97	26	234
j400 (15)	6	3	0	9
j500 (16)	145	199	78	422
j600 (17)	87	122	35	244
j700 (18)	90	237	33	360
j800 (19)	42	37	7	86
j900 (20)	48	161	28	237
jB (21)	67	94	23	184
FIC (22)	1061	1460	493	3014
yaFIC (23)	58	101	16	175
LARGE PRINT (24)	54	34	47	135
jFIC (25)	304	392	175	871
jE (26)	1424	1890	581	3895
jER (27)	572	247	102	921
Magazines (28)	911	412	337	1660
Games/Toys (29)	3	15	0	18
Filmstrips (30)	0	0	0	0
Microforms (31)	0	0	0	0
Cassettes (32)	117	184	38	339
jCassettes (33)	47	120	12	179
Compact Discs (34)	211	326	212	749
jCompact Discs (35)	1	3	2	6
Sound Recordings (36)	6	16	11	33
jSound Recordings (37)	0	12	3	15
Software (38)	0	0	0	0
Vertical File (39)	120	70	0	190
Equipment (40)	0	0	0	0
yapFIC (41)	258	181	86	525
jpFIC (42)	211	261	43	515
Reference (43)	32	50	25	107
Genealogy (44)	0	0	0	0
jMagazines (45)	88	29	41	158
VHS (46)	543	710	538	1791
Free reads	382	513	235	1130
Puzzles				0
Talking books				0
TOTAL	8577	9640	3953	22170

FINANCIAL REPORT BY FUND
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 31 Oct 94

FUND #	DESCRIPTION	BEGINNING BALANCE	RECEIPTS THIS MONTH	RECEIPTS YEAR-TO-DATE	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	BALANCE
100	OPERATING FUND	59971.23	116615.87	539947.24	73209.03	636174.11	103378.07
101	PUBLIC LIBRARY ACCESS CARD	.00	.00	80.00	.00	113.54	.00
	GIFT FUNDS						
110.01	DEMOTTE GIFT FUND	2375.87	45.00	597.15	88.83	970.81	2332.04
110.02	RENSSELAER GIFT FUND	1695.32	145.00	2598.42	134.38	2457.18	1705.94
110.03	WHEATFIELD GIFT FUND	664.28	.00	208.45	.00	212.08	664.28
	BOND AND INTEREST						
120.02	WHEATFIELD BOND AND INTEREST	.00	.00	.00	.00	.00	.00
120.03	RENS & DEM BOND AND INTEREST	105962.45	103284.23	405227.86	.00	325982.50	209246.68
130	LIRF FUND	17645.73	.00	.00	792.00	792.00	16853.73
	INVESTMENTS						
140.01	OPERATING FUND INVESTMENTS	.00	.00	.00	.00	.00	.00
140.02	LIRF INVESTMENTS	.00	.00	.00	.00	.00	.00
140.03	DEMOTTE BOND AND INTEREST	100000.00	.00	200000.00	.00	100000.00	100000.00
140.04	WHEATFIELD BOND AND INTEREST	.00	.00	.00	.00	.00	.00
	PETTY CASH						
150.01	DEMOTTE PETTY CASH	30.00	.00	.00	.00	.00	30.00
150.02	RENSSELAER PETTY CASH	60.00	.00	.00	.00	.00	60.00
150.03	WHEATFIELD PETTY CASH	30.00	.00	.00	.00	.00	30.00
160	RECIPROCAL BORROWING FUND	.00	.00	.00	.00	.00	.00
170	LEVY EXCESS FUND	.00	.00	.00	.00	.00	.00
180	CONSTRUCTION FUND	22254.97	587.97	3835.06	2358.10	56409.47	20484.84
190	CASH CHANGE FUND	80.00	.00	.00	.00	.00	80.00
	WITHHOLDING ACCOUNTS						
200.01	FIT TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.02	FICA TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.03	GIT TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.04	CO TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.05	IND.DEFERRED COMPENSATION	.00	.00	.00	.00	.00	.00
200.06	BONDS PURCHASED	.00	.00	.00	.00	.00	.00
200.07	HEALTH INSURANCE	869.29	.00	.00	45.41	-468.95	823.88
200.08	P.E.R.F.	2636.18	.00	.00	1792.47	1654.13	843.71
200.09	GARNISHMENTS	.00	.00	.00	.00	.00	.00
-TOTAL ALL FUNDS-		314275.32	220678.07	1152494.18	78420.22	1124296.87	456533.17

{-----BANK BALANCES-----}
 DATE {31 Oct 94}

A1 {BANK ONE CHECKING	}	B1 {	246980.70}
A2 {CONSTRUCTION FUND SAVINGS ACCT}	}	B2 {	20484.84}
A3 {CERTIFICATE OF DEPOSIT #2005	}	B3 {	100000.00}
A4 {FIRST OF AMERICA	}	B4 {	28933.98}
A5 {DEMOTTE STATE BANK	}	B5 {	35149.38}
A6 {INDIANA FEDERAL	}	B6 {	11494.89}
A7 {NBD BANK	}	B7 {	10566.21}
A8 {FIRST FEDERAL SAVINGS BANK	}	B8 {	2923.17}
A9 {CERTIFICATE OF DEPOSIT #1999	}	B9 {	.00}
-----		-----	
TOTAL		B10{	456533.17}

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

31 OCT 94

OPERATING FUND CNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	% Spent
1.	SALARY OF LIBRARIAN	37606.00	.00	37606.00	3133.86	31300.17	6305.83	83%
1.12	SALARY OF ASSISTANTS	374642.00	.00	374642.00	29515.16	298498.10	76143.90	80%
1.13	WAGES OF JANITORS	17056.00	.00	17056.00	1245.75	13031.37	4024.63	76%
1.21	EMPLOYER'S SHARE-FICA	32893.00	.00	32893.00	2593.00	26226.83	6666.17	80%
1.22	UNEMPLOYMENT COMPENSATION	1224.00	.00	1224.00	137.85	951.18	272.82	78%
1.23	EMPLOYER'S CONTRIBUTION - PERF	22277.00	.00	22277.00	5272.27	21192.73	1084.27	95%
1.24	EMPLOYER'S CONTRIBUTION - INS.	12000.00	.00	12000.00	240.00	1250.00	10750.00	10%
1.31	OTHER PERSONAL SERVICES	1500.00	.00	1500.00	90.50	474.38	1025.62	32%
2.11	OFFICIAL RECORDS	800.00	.00	800.00	18.65	122.25	677.75	15%
2.12	STATIONERY AND PRINTING	500.00	.00	500.00	.00	156.00	344.00	31%
2.13	OTHER OFFICE SUPPLIES	4500.00	.00	4500.00	958.20	3140.32	1359.68	70%
2.21	CLEANING & SANITATION SUPPLIES	5500.00	.00	5500.00	185.58	2120.39	3379.61	39%
2.22	FUEL, OIL & LUBRICANTS	20.00	.00	20.00	.00	5.80	14.20	29%
2.23	OTHER OPERATING SUPPLIES	1000.00	.00	1000.00	6.94	1322.90	-322.90	132%
2.31	BUILDING MATERIALS & SUPPLIES	600.00	.00	600.00	49.50	421.85	178.15	70%
2.32	PAINT AND PAINTING SUPPLIES	200.00	.00	200.00	.00	5.97	194.03	3%
2.33	REPAIR PARTS	250.00	.00	250.00	25.61	71.57	178.43	29%
2.41	LIBRARY SUPPLIES	4500.00	.00	4500.00	146.94	1461.88	3038.12	32%
2.42	AUTOMATION SUPPLIES	5000.00	.00	5000.00	760.40	3471.87	1528.13	69%
3.11	CONSULTING SERVICES	.00	.00	.00	.00	.00	.00	0%
3.12	ENGINEERING & ARCH. SERVICES	500.00	.00	500.00	.00	.00	500.00	0%
3.13	LEGAL SERVICES	1500.00	.00	1500.00	.00	.00	1500.00	0%
3.14	OTHER PROFESSIONAL SERVICES	1000.00	.00	1000.00	.00	.00	1000.00	0%
3.21	TELEPHONE	23500.00	.00	23500.00	1649.32	16588.29	6911.71	71%
3.22	POSTAGE	5000.00	.00	5000.00	312.37	3691.98	1308.02	74%
3.	TRAVELING EXPENSE	3500.00	.00	3500.00	440.00	2696.75	803.25	77%
3.	PROFESSIONAL MEETINGS	3500.00	.00	3500.00	866.28	4263.38	-763.38	122%
3.25	FREIGHT	50.00	.00	50.00	.00	.00	50.00	0%
3.31	ADVERTISING & PUBLIC NOTICES	800.00	.00	800.00	10.80	328.51	471.49	41%
3.32	OTHER PRINTING	600.00	.00	600.00	.00	148.47	451.53	25%
3.41	OFFICIAL BONDS	500.00	.00	500.00	.00	50.00	450.00	10%
3.42	OTHER INSURANCE	13400.00	.00	13400.00	.00	12826.20	573.80	96%
3.51	GAS	32000.00	.00	32000.00	1209.37	16534.54	15465.46	52%
3.52	ELECTRICITY	55000.00	.00	55000.00	6731.94	42547.54	12452.46	77%
3.53	WATER	1500.00	.00	1500.00	41.20	850.78	649.22	57%
3.54	WASTE DISPOSAL SERVICES	2800.00	.00	2800.00	146.02	1914.22	885.78	68%
3.61	BUILDING & STRUCTURES	9000.00	.00	9000.00	1431.50	11981.48	-2981.48	133%
3.62	EQUIPMENT	2500.00	.00	2500.00	218.50	1301.59	1198.41	52%
3.71	REAL ESTATE	.00	.00	.00	.00	.00	.00	0%
3.72	EQUIPMENT	250.00	.00	250.00	9.95	203.74	46.26	81%
3.8	DEBT SERVICE	.00	.00	.00	.00	.00	.00	0%
3.91	DUES	2200.00	.00	2200.00	.00	70.00	2130.00	3%
3.92	INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.00	.00	0%
3.93	TAXES & ASSESSMENTS	.00	.00	.00	.00	.00	.00	0%
3.94	TRANSFER TO LIRF	7000.00	.00	7000.00	.00	.00	7000.00	0%
3.95	SERVICE CONTRACTS	16670.00	.00	16670.00	931.05	7250.22	9419.78	43%
3.96	PETTY CASH	120.00	.00	120.00	.00	.00	120.00	0%
3.97	INTERVIEWING & MOVING EXP.	250.00	.00	250.00	.00	.00	250.00	0%
3.98	MAINTENANCE CONTRACTS	30000.00	.00	30000.00	329.00	5039.68	24960.32	17%
4.1	LAND	.00	.00	.00	.00	.00	.00	0%
4.2	BUILDINGS	.00	.00	.00	.00	.00	.00	0%
4.3	IMPROVEMENTS OTHER THAN BUILD.	.00	275.00	275.00	.00	72.31	202.69	26%
4	FURNITURE & EQUIPMENT	5000.00	3827.90	8827.90	145.57	4442.51	4385.39	50%
4.51	BOOKS	115000.00	.00	115000.00	10804.92	63805.95	51194.05	55%
4.52	PERIODICALS & NEWSPAPERS	35000.00	.00	35000.00	1404.10	25994.24	9005.76	74%
4.53	NONPRINTED MATERIALS	12000.00	.00	12000.00	2146.93	8346.17	3653.83	70%
	-TOTAL-	902208.00	4102.90	906310.90	73209.03	636174.11	270136.79	70%

APPROPRIATION REPORT

----- JASPER COUNTY PUBLIC LIBRARY -----

31 Oct 94

CONSTRUCTION FUND ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE
3.12	ENGINEERING & ARCH. SERVICES	7560.00	.00	7560.00	.00	.00	7560.00
3.61	BUILDING & STRUCTURES	.00	.00	.00	.00	250.00	-250.00
4.2	BUILDINGS	.00	736.33	736.33	.00	736.33	.00
4.3	IMPROVEMENTS OTHER THAN BUILD.	52021.00	-13273.75	38747.25	1248.75	6764.04	31983.21
4.4	FURNITURE & EQUIPMENT	13630.25	16220.48	29850.73	1109.35	48659.10	-18808.37
	-TOTAL-	73211.25	3683.06	76894.31	2358.10	56409.47	20484.84

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

31 Oct 94

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
VOID	01292	NIALSA	-25.00	10 OCT 94	CANCELLED WORKSHOP-VOID CK #
VOID	01425	INCOLSA	-75.00	10 OCT 94	VOID CHECK #013235 & VOUCHER
BANK DEBI	01426	BANK ONE	18.65	10 OCT 94	DEPOSIT SLIP ORDER-AUTOMATIC
004051	01407	BACHMAN, CAROL	413.71	10 OCT 94	PAYROLL
004052	01405	MARLENE BEEDLE	241.89	10 OCT 94	PAYROLL
004053	01411	JULIE A. BEST	321.91	10 OCT 94	PAYROLL
004054	01395	GLENDA BROWN	523.36	10 OCT 94	PAYROLL
004055	01399	RENEE CARR	348.95	10 OCT 94	PAYROLL
004056	01398	LYNN DAUGHERTY	1034.69	10 OCT 94	PAYROLL
004057	01404	JULIE EISELE	283.04	10 OCT 94	PAYROLL
004058	01390	CHARLOTTE FAGEN	587.53	10 OCT 94	PAYROLL
004059	01402	PAMELA FERBER	613.61	10 OCT 94	PAYROLL
004060	01412	GALLINA, KATHLEEN M.	565.91	10 OCT 94	PAYROLL
004061	01403	KIMBERLY GARWOOD	810.47	10 OCT 94	PAYROLL
004062	01422	MOLLY A. GATLIN	44.86	10 OCT 94	PAYROLL
004063	01413	JENNIFER M. HENDRICKS	79.08	10 OCT 94	PAYROLL
004064	01401	ROSE E. HOWARD	494.90	10 OCT 94	PAYROLL
004065	01408	GAIL M. JUNG	536.45	10 OCT 94	PAYROLL
004066	01396	DIANA KOBY	221.20	10 OCT 94	PAYROLL
004067	01393	JOAN KOPANDA	423.06	10 OCT 94	PAYROLL
004068	01417	PAMELA D. KYLE	49.16	10 OCT 94	PAYROLL
004069	01414	SHARON K. LEWIS	110.82	10 OCT 94	PAYROLL
004070	01420	LOEHRER, KAREN L.	350.79	10 OCT 94	PAYROLL
004071	01389	MARY K. MARTIN	867.33	10 OCT 94	PAYROLL
004072	01406	CAROL MITCHELL	364.62	10 OCT 94	PAYROLL
004073	01391	SHARON SCHULENBERG	481.70	10 OCT 94	PAYROLL
004074	01397	EILEEN SPURGEON	16.62	10 OCT 94	PAYROLL
004075	01415	LYNN M. STALBAUM	77.39	10 OCT 94	PAYROLL
004076	01418	JACK STANDISH	389.97	10 OCT 94	PAYROLL
004077	01392	JILL TACHTIRIS	496.81	10 OCT 94	PAYROLL
004078	01409	TANYA JO TANIS	75.23	10 OCT 94	PAYROLL
004079	01421	NICOLE E. VIROK	48.42	10 OCT 94	PAYROLL
004080	01410	WEBSTER, RACHAEL D.	140.38	10 OCT 94	PAYROLL
004081	01400	WHITED, AMBER	288.14	10 OCT 94	PAYROLL
004082	01394	DIANE WIERS	446.01	10 OCT 94	PAYROLL
004083	01419	MARGARET M. WOODS	321.30	10 OCT 94	PAYROLL
004084	01416	LEANNE YORK	707.08	10 OCT 94	PAYROLL
004085	01445	BACHMAN, CAROL	376.06	25 OCT 94	PAYROLL
004085	01477	BACHMAN, CAROL	376.06	25 OCT 94	PAYROLL
004085	01524	CORRECTION-PAYROLL VOUCHERS	-376.06	25 OCT 94	VOID VOUCHER #01445-PAYROLL-
004086	01443	MARLENE BEEDLE	241.89	25 OCT 94	PAYROLL
004086	01475	MARLENE BEEDLE	241.89	25 OCT 94	PAYROLL
004086	01522	CORRECTION-PAYROLL VOUCHERS	-241.89	25 OCT 94	VOID VOUCHER #01443-PAYROLL-
004087	01449	JULIE A. BEST	321.91	25 OCT 94	PAYROLL
004087	01481	JULIE A. BEST	321.91	25 OCT 94	PAYROLL
004087	01528	CORRECTION-PAYROLL VOUCHERS	-321.91	25 OCT 94	VOID VOUCHER #01449-PAYROLL-
004088	01433	GLENDA BROWN	440.41	25 OCT 94	PAYROLL
004088	01465	GLENDA BROWN	440.41	25 OCT 94	PAYROLL

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
004088	01512	CORRECTION-PAYROLL VOUCHERS	-440.41	25 OCT 94	VOID VOUCHER #01433-PAYROLL-
004089	01437	RENEE CARR	312.70	25 OCT 94	PAYROLL
004089	01469	RENEE CARR	312.70	25 OCT 94	PAYROLL
004089	01516	CORRECTION-PAYROLL VOUCHERS	-312.70	25 OCT 94	VOID VOUCHER #01437-PAYROLL-
004090	01436	LYNN DAUGHERTY	1034.69	25 OCT 94	PAYROLL
004090	01468	LYNN DAUGHERTY	1034.69	25 OCT 94	PAYROLL
004090	01515	CORRECTION-PAYROLL VOUCHERS	-1034.69	25 OCT 94	VOID VOUCHER #01436-PAYROLL-
004091	01442	JULIE EISELE	311.11	25 OCT 94	PAYROLL
004091	01474	JULIE EISELE	311.11	25 OCT 94	PAYROLL
004091	01521	CORRECTION-PAYROLL VOUCHERS	-311.11	25 OCT 94	VOID VOUCHER #01442-PAYROLL-
004092	01428	CHARLOTTE FAGEN	587.53	25 OCT 94	PAYROLL
004092	01460	CHARLOTTE FAGEN	587.53	25 OCT 94	PAYROLL
004092	01507	CORRECTION-PAYROLL VOUCHERS	-587.53	25 OCT 94	VOID VOUCHER #01428-PAYROLL-
004093	01440	PAMELA FERBER	613.61	25 OCT 94	PAYROLL
004093	01472	PAMELA FERBER	613.61	25 OCT 94	PAYROLL
004093	01519	CORRECTION-PAYROLL VOUCHERS	-613.61	25 OCT 94	VOID VOUCHER #01440-PAYROLL-
004094	01450	GALLINA, KATHLEEN M.	565.91	25 OCT 94	PAYROLL
004094	01482	GALLINA, KATHLEEN M.	565.91	25 OCT 94	PAYROLL
004094	01529	CORRECTION-PAYROLL VOUCHERS	-565.91	25 OCT 94	VOID VOUCHER #01450-PAYROLL-
004095	01441	KIMBERLY GARWOOD	810.47	25 OCT 94	PAYROLL
004095	01473	KIMBERLY GARWOOD	810.47	25 OCT 94	PAYROLL
004095	01520	CORRECTION-PAYROLL VOUCHERS	-810.47	25 OCT 94	VOID VOUCHER #01441-PAYROLL-
004096	01492	MOLLY A. GATLIN	89.26	25 OCT 94	PAYROLL
004097	01451	JENNIFER M. HENDRICKS	63.61	25 OCT 94	PAYROLL
004097	01483	JENNIFER M. HENDRICKS	63.61	25 OCT 94	PAYROLL
004097	01530	CORRECTION-PAYROLL VOUCHERS	-63.61	25 OCT 94	VOID VOUCHER #01451-PAYROLL-
004098	01439	ROSE E. HOWARD	467.36	25 OCT 94	PAYROLL
004098	01471	ROSE E. HOWARD	467.36	25 OCT 94	PAYROLL
004098	01518	CORRECTION-PAYROLL VOUCHERS	-467.36	25 OCT 94	VOID VOUCHER #01439-PAYROLL-
004099	01446	GAIL M. JUNG	536.45	25 OCT 94	PAYROLL
004099	01478	GAIL M. JUNG	536.45	25 OCT 94	PAYROLL
004099	01525	CORRECTION-PAYROLL VOUCHERS	-536.45	25 OCT 94	VOID VOUCHER #01446-PAYROLL-
004100	01434	DIANA KOOTY	118.61	25 OCT 94	PAYROLL
004100	01466	DIANA KOOTY	118.61	25 OCT 94	PAYROLL
004100	01513	CORRECTION-PAYROLL VOUCHERS	-118.61	25 OCT 94	VOID VOUCHER #01434-PAYROLL,
004101	01431	JOAN KOPANDA	341.47	25 OCT 94	PAYROLL
004101	01463	JOAN KOPANDA	341.47	25 OCT 94	PAYROLL
004101	01510	CORRECTION-PAYROLL VOUCHERS	-341.47	25 OCT 94	VOID VOUCHER #01431-PAYROLL-
004102	01455	PAMELA D. KYLE	49.16	25 OCT 94	PAYROLL
004102	01487	PAMELA D. KYLE	49.16	25 OCT 94	PAYROLL
004102	01534	CORRECTION-PAYROLL VOUCHERS	-49.16	25 OCT 94	VOID VOUCHER #01455-PAYROLL-
004103	01452	SHARON K. LEWIS	115.37	25 OCT 94	PAYROLL
004103	01484	SHARON K. LEWIS	115.37	25 OCT 94	PAYROLL
004103	01531	CORRECTION-PAYROLL VOUCHERS	-115.37	25 OCT 94	VOID VOUCHER #01452-PAYROLL-
004104	01458	LOEHRER, KAREN L.	326.31	25 OCT 94	PAYROLL
004104	01490	LOEHRER, KAREN L.	326.31	25 OCT 94	PAYROLL
004104	01538	CORRECTION-PAYROLL VOUCHERS	-326.31	25 OCT 94	VOID VOUCHER #01458-PAYROLL-
004105	01427	MARY K. MARTIN	860.38	25 OCT 94	PAYROLL

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004105	01459	MARY K. MARTIN	860.38	25 OCT 94	PAYROLL
004105	01506	CORRECTION-PAYROLL VOUCHERS	-860.38	25 OCT 94	VOID VOUCHER #01427-PAYROLL-
004106	01444	CAROL MITCHELL	334.80	25 OCT 94	PAYROLL
004106	01476	CAROL MITCHELL	334.80	25 OCT 94	PAYROLL
004106	01523	CORRECTION-PAYROLL VOUCHERS	-334.80	25 OCT 94	VOID VOUCHER #01444-PAYROLL-
004107	01429	SHARON SCHULENBERG	436.10	25 OCT 94	PAYROLL
004107	01461	SHARON SCHULENBERG	436.10	25 OCT 94	PAYROLL
004107	01508	CORRECTION-PAYROLL VOUCHERS	-436.10	25 OCT 94	VOID VOUCHER #01429-PAYROLL-
004108	01435	EILEEN SPURGEON	55.41	25 OCT 94	PAYROLL
004108	01467	EILEEN SPURGEON	55.41	25 OCT 94	PAYROLL
004108	01514	CORRECTION-PAYROLL VOUCHERS	-55.41	25 OCT 94	VOID VOUCHER #04135-PAYROLL-
004109	01453	LYNN M. STALBAUM	77.39	25 OCT 94	PAYROLL
004109	01485	LYNN M. STALBAUM	77.39	25 OCT 94	PAYROLL
004109	01532	CORRECTION-PAYROLL VOUCHERS	-77.39	25 OCT 94	VOID VOUCHER #01453-PAYROLL-
004110	01456	JACK STANDISH	384.86	25 OCT 94	PAYROLL
004110	01488	JACK STANDISH	384.86	25 OCT 94	PAYROLL
004110	01535	CORRECTION-PAYROLL VOUCHERS	-384.86	25 OCT 94	VOID VOUCHER #01456-PAYROLL-
004111	01430	JILL TACHTIRIS	453.44	25 OCT 94	PAYROLL
004111	01462	JILL TACHTIRIS	453.44	25 OCT 94	PAYROLL
004111	01509	CORRECTION-PAYROLL VOUCHERS	-453.44	25 OCT 94	VOID VOUCHER #01430-PAYROLL-
004112	01447	TANYA JO TANIS	61.67	25 OCT 94	PAYROLL
004112	01479	TANYA JO TANIS	61.67	25 OCT 94	PAYROLL
004112	01526	CORRECTION-PAYROLL VOUCHERS	-61.67	25 OCT 94	VOID VOUCHER #01447-PAYROLL-
004113	01491	NICOLE E. VIROK	95.14	25 OCT 94	PAYROLL
004114	01493	ELAINE WALING	39.06	25 OCT 94	PAYROLL
004115	01448	WEBSTER, RACHAEL D.	188.16	25 OCT 94	PAYROLL
004115	01480	WEBSTER, RACHAEL D.	188.16	25 OCT 94	PAYROLL
004115	01527	CORRECTION-PAYROLL VOUCHERS	-188.16	25 OCT 94	VOID VOUCHER #01448-PAYROLL-
004116	01438	WHITED, AMBER	195.95	25 OCT 94	PAYROLL
004116	01470	WHITED, AMBER	195.95	25 OCT 94	PAYROLL
004116	01517	CORRECTION-PAYROLL VOUCHERS	-195.95	25 OCT 94	VOID VOUCHER #01438-PAYROLL-
004117	01432	DIANE WIERS	423.71	25 OCT 94	PAYROLL
004117	01464	DIANE WIERS	423.71	25 OCT 94	PAYROLL
004117	01511	CORRECTION-PAYROLL VOUCHERS	-423.71	25 OCT 94	VOID VOUCHER #01432-PAYROLL-
004118	01457	MARGARET M. WOODS	328.99	25 OCT 94	PAYROLL
004118	01489	MARGARET M. WOODS	328.99	25 OCT 94	PAYROLL
004118	01537	CORRECTION-PAYROLL VOUCHERS	-328.99	25 OCT 94	VOID VOUCHER #01457-PAYROLL-
004119	01454	LEANNE YORK	707.08	25 OCT 94	PAYROLL
004119	01486	LEANNE YORK	707.08	25 OCT 94	PAYROLL
004119	01533	CORRECTION-PAYROLL VOUCHERS	-707.08	25 OCT 94	VOID VOUCHER #01454-PAYROLL-
013203	01293	4-COUNTY SUPPLY	25.61	10 OCT 94	BALLASTS & SCREWS
013204	01294	A AND R NEWS AGENCY	83.70	10 OCT 94	CHICAGO TRIBUNE-6 MONTHS-REN
013205	01295	ACE HARDWARE	39.48	10 OCT 94	JANITORIAL SUPPLIES
013206	01296	ACORDIA PERSONAL BENEFITS, I	496.29	10 OCT 94	QTLY PREMIUM-EISELE & BACHMA
013207	01297	AMBER WHITED	5.50	10 OCT 94	MILEAGE-STAFF MTG.
013208	01298	ASSOCIATED LIBRARIES, INC.	41.46	10 OCT 94	BOOKS
013209	01299	AUDIO EDITIONS	334.02	10 OCT 94	VIDEO CASSETTES
013210	01300	AVC CORPORATION	94.00	10 OCT 94	SERVICE AGREEMENT-OCTOBER

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
013211	01301	BAKER & TAYLOR	659.30	10 OCT 94	CONTINUATIONS (BOOKS)
013212	01302	BAKER & TAYLOR	5498.71	10 OCT 94	BOOKS, MUSICFINDER, RENS-GIF
013213	01303	BEN FRANKLIN	58.98	10 OCT 94	PROGRAMMING SUPPLIES,PICTURE
013214	01304	BETTY A. HUFF (PAS-TIME BOO	2299.78	10 OCT 94	BOOKS, VIDEOS
013215	01305	CAREER TRACK INC.	118.35	10 OCT 94	VIDEOCASSETTES
013216	01306	CAROL MITCHELL	18.75	10 OCT 94	MILEAGE
013217	01307	CHARLOTTE FAGEN	277.98	10 OCT 94	MILEAGE, SEMINAR, HOSPITALIT
013218	01308	CHILDRENS PRESS	77.91	10 OCT 94	BOOKS
013219	01309	CIRCLE "R" MECHANICAL, INC.	1025.50	10 OCT 94	QTLY MTNCE;NEW ACTUATOR;SERV
013220	01310	CITY OFFICE & PUB	25.00	10 OCT 94	PROGRAMMING-GIFT CERTIFICATE
013221	01311	COUNTRYSIDE LANDSCAPING/GARD	50.00	10 OCT 94	REPAIR RUT IN LANDSCAPE BED-
013222	01312	CUSTOM LAWN CARE	270.00	10 OCT 94	AUGUST MOWING-RENS.LIB.
013223	01314	DEMCO	556.42	10 OCT 94	MARKERS, BOOK JACKETS, AUDIO
013224	01315	DIANA KOODY	11.00	10 OCT 94	MILEAGE
013225	01316	DISTRICT 1 - ILF	94.00	10 OCT 94	ILF CONFERENCE-10/7, WOODS,H
013226	01317	EBSCO SUBSCRIPTION SERVICES	8.50	10 OCT 94	MAGAZINE-RENS.
013227	01318	FACTS ON FILE, INC.	30.63	10 OCT 94	ATLAS
013228	01319	FASE'S	49.50	10 OCT 94	REDOUT FOR SOFTNER
013229	01320	FAS-TRACK COMPUTER PRODUCTS	191.36	10 OCT 94	CD-ROM CADDIES, TIME MAG, US
013230	01321	GAIL JUNG	50.91	10 OCT 94	RENSSELAER PETTY CASH
013231	01322	GAIL JUNG	54.54	10 OCT 94	WORKSHOP-MILEAGE & LUNCH
013232	01323	GAYLORD BROS.	760.40	10 OCT 94	DATA TAPES, THERMAL PRINTER
013233	01324	GLENDA BROWN	56.35	10 OCT 94	MILEAGE, AUDIO CASSETTES
013234	01325	GLOBAL COMPUTER SUPPLIES	33.57	10 OCT 94	CD STORAGE UNIT-RENS.
013235	01326	INCOLSA	75.00	10 OCT 94	WINDOWS WORKSHOP-JUNG, BACHM
013236	01327	INDIANA CHAMBER OF COMMERCE	225.00	10 OCT 94	ENVIRONMENTAL UPDATES THRU 1
013237	01328	INDIANA DEPT.OF WORKFORCE DE	137.85	10 OCT 94	QUARTERLY UNEMPLOYMENT COMP.
013238	01329	INDIANA STATE LIBRARY	36.00	10 OCT 94	VIDEOS
013239	01330	INDIANA UNIVERSITY	18.00	10 OCT 94	BOOK
013240	01331	INFORMATION & RECORDS ASSOC.	137.50	10 OCT 94	REPAIRS TO MICROFILM MACHINE
013241	01332	INGRAM	14.99	10 OCT 94	VIDEO
013242	01333	INSTITUTE FOR STUDY OF DEVEL	34.50	10 OCT 94	BOOKLETS
013243	01334	KANKAKEE VALLEY HIGH SCHOOL	25.00	10 OCT 94	1994 KOUGAR PRIDE YEARBOOK
013244	01335	KANKAKEE VALLEY POST NEWS	10.80	10 OCT 94	CLASSIFIED AD
013245	01336	KATHLEEN GALLINA	11.00	10 OCT 94	MILEAGE
013246	01337	KIMBERLY GARWOOD	53.08	10 OCT 94	INCOLSA WORKSHOP & MILEAGE
013247	01339	LEGAL DIRECTORIES PUBLISHING	54.96	10 OCT 94	1994 IND. LEGAL DIRECTORY
013248	01340	LINDA WILLIAMS	45.50	10 OCT 94	TEMPORARY SUBSTITUTE JANITOR
013249	01341	LINDENWOOD	474.20	10 OCT 94	RETREAT AT ANCILLA COLLEGE
013250	01342	LYNN DAUGHERTY	120.96	10 OCT 94	MILEAGE, MAGAZINE SUBSC.,BOO
013251	01343	MARGE HOHNER	13.00	10 OCT 94	BD.MEETING MILEAGE
013252	01344	MARLENE BEEDLE	66.00	10 OCT 94	MILEAGE
013253	01345	NATIONAL GEOGRAPHIC SOCIETY	12.90	10 OCT 94	BOOK
013254	01346	NATIONAL SEMINARS GROUP	257.90	10 OCT 94	SEMINAR-GARWOOD,FERBER; VIDE
013255	01347	NIPSCO	2845.04	10 OCT 94	WHEATFIELD & DEMOTTE UTILITI
013256	01348	NORTHWESTERN INDIANA TELEPHO	132.32	10 OCT 94	TELEPHONE-DEMOTTE-OCT.
013257	01349	PAM FERBER	23.75	10 OCT 94	MILEAGE
013258	01350	PERMA-BOUND	52.73	10 OCT 94	BOOKS

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013259	01352	PHILIP HOWARD	165.00	10 OCT 94	LAWN CARE, GENERAL MAINTENAN
013260	01353	POSTMASTER GENERAL	299.00	10 OCT 94	29 CENT & 19 CENT STAMPS
013261	01354	PUBLIC EMPLOYEES' RETIREMENT	7908.45	10 OCT 94	3RD QTR. PAYMENT 1994
013262	01355	QUILL	573.38	10 OCT 94	CALENDARS, TYPE & COMP.RIBBO
013263	01356	RECORDED BOOKS INC.	42.60	10 OCT 94	AUDIOCASSETTE
013264	01357	REED REFERENCE PUBLISHING	555.18	10 OCT 94	BIP, CH.MAG. GUIDE, BEST BKS
013265	01358	RELIABLE CORPORATION	102.26	10 OCT 94	COPY PAPER
013266	01359	RENEE CARR	45.00	10 OCT 94	EDUCATIONAL WRITING COURSE
013267	01360	SCHULTZ TV & ELECTRONICS	46.50	10 OCT 94	TV REPAIRS-DEM.
013268	01361	SECURITY COURIERS, INC.	462.98	10 OCT 94	TRANSPORT-8/19 TO 9/23/94
013269	01362	SELECTVIDEO PUBLISHING	90.20	10 OCT 94	VIDEOCASSETTES
013270	01363	STANDARD & POOR'S CORP.	339.00	10 OCT 94	STOCK GUIDE, BOND GUIDE-WH.T
013271	01364	STONE HILLS LIBRARY NETWORK	30.00	10 OCT 94	IN*TIRE WORKSHOP-BEEDLE,EISE
013272	01365	TOWN & COUNTRY PAVING	750.00	10 OCT 94	PAVING PARKING AREA-WHEATFIE
013273	01366	TOWN OF DEMOTTE, c/o DEMOTTE	18.72	10 OCT 94	DEMOTTE SEWER SERVICE-AUGUST
013274	01367	TREASURER OF THE STATE OF IN	15.00	10 OCT 94	BOOKS
013275	01368	TYSEN'S COUNTRY GROCERY, INC	25.76	10 OCT 94	VANISH DROP-INS-DEM.
013276	01369	TIME-LIFE EDUCATION	84.75	10 OCT 94	BOOKS
013277	01370	UNITED SUPPLY CO. INC.	103.71	10 OCT 94	CONSTRUCTION PAPER, CRAYONS,
013278	01371	UPDATA PUBLICATIONS, INC.	704.00	10 OCT 94	GRANGERS WORLD OF POETRY ON
013279	01372	VALUE LINE PUBLISHING, INC.	965.00	10 OCT 94	INVESTMENT SURVEY-2 YR TO 10
013280	01373	VIKING OFFICE PRODUCTS	219.58	10 OCT 94	CALENDARS, COPY PAPER
013281	01374	WAL-MART STORES, INC.	111.46	10 OCT 94	CD'S-MUSICAL
013282	01375	WALSTRA FINE CUT	201.00	10 OCT 94	LAWN CARE-AUGUST-DEMOTTE LIB
013283	01376	WILLIAM A. DOWELL	112.00	10 OCT 94	NYLON WIRE CENTER FLAG ROPE-
013284	01377	WORLD BOOK, INC.	559.00	10 OCT 94	ENCYCLOPEDIAS
013285	01378	HAINES & COMPANY, INC.	234.87	10 OCT 94	NORTHWEST IND. TELEPHONE BOO
013286	01379	HANDCRAFT SPECIALTIES	34.50	10 OCT 94	VIDEO REPAIRS
013287	01380	HERITAGE OFFICE PRODUCTS, IN	512.02	10 OCT 94	COR.RIBBONS,ENGRAVING,SERV.C
013288	01381	HIGHSMITH CO. INC.	123.27	10 OCT 94	VIDEOCASSETTE CASES,MAG.COVE
013289	01382	HOOK'S DRUGS #162	12.00	10 OCT 94	SUNDAY PAPERS-DEMOTTE-AUGUST
013290	01383	HP PRODUCTS CORP.	94.90	10 OCT 94	JANITORIAL SUPPLIES
013291	01385	AFFORDABLE COMMUNICATIONS	144.00	10 OCT 94	COMPUTER CABLE & LABOR
013292	01386	GAYLORD BROS.	1104.75	10 OCT 94	INTERNAL DISK DRIVE-CONSTRUC
013293	01387	MIDWEST VISUAL EQUIPMENT CO.	19.35	10 OCT 94	MICROPHONE FOR CASSETTE PLAY
013294	01388	PEN PRODUCTS	1132.00	10 OCT 94	CONCRETE BUMPERS-WH.;OFFICE (Less \$42.--LIRF)
013295	01423	BANK ONE	4400.94	10 OCT 94	FICA & FED TAXES WITHHELD 10
013296	01424	INDIANA DEFERRED COMPENSATIO	135.00	10 OCT 94	WITHHELD FROM 10 OCT 94 PAYR
013297	01494	BANK ONE	4198.68	25 OCT 94	FICA & FED TAX WITHHELD 25 0
013298	01496	INDIANA DEPARTMENT OF REVENU	1421.14	25 OCT 94	STATE & CO.TAX WITHHELD 25 0
013299	01497	INDIANA DEFERRED COMPENSATIO	135.00	25 OCT 94	WITHHELD FROM 25 OCT 94 PAY
013300	01498	CITY OF RENSSELAER	2840.49	25 OCT 94	UTILITIES-SEPT.-RENSSELAER
013301	01499	LDDS COMMUNICATIONS	778.17	25 OCT 94	TELEPHONE-RENS. & DATA LINES
013302	01500	NIALSA	60.00	25 OCT 94	MARC CATALOGING & BASIC LEGA
013303	01501	NIPSCO	2383.23	25 OCT 94	UTILITIES-DEMOTTE-OCT. 1994
013304	01503	TEETERS CULLIGAN	9.95	25 OCT 94	WATER COOLER RENTAL-WHEATF.-
013305	01504	TOWN OF WHEATFIELD SEWER WOR	41.05	25 OCT 94	NOVEMBER USAGE-WHEATFIELD SE
013306	01505	UNITED TELEPHONE COMPANY	738.83	25 OCT 94	TELEPHONE-OCT-RENS. & WHEATF

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--TOTAL AMOUNT OF CLAIMS-- 78420.22

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 6 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 78420.22. Dated 14 NOV 94.

_____	_____
_____	_____
_____	_____
_____	_____

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

Oct. 31, 1994

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES.....			\$1,477.45	\$15,313.69
DeMotte	\$558.69	\$5,367.38		
Rensselaer	\$622.31	\$6,714.19		
Wheatfield	\$296.45	\$3,232.12		
PHOTOCOPIES.....			\$566.75	\$5,172.39
DeMotte	\$182.90	\$1,955.17		
Rensselaer	\$282.65	\$2,394.53		
Wheatfield	\$101.20	\$822.69		
CARDS.....			\$108.50	\$674.50
DeMotte	\$44.50	\$296.00		
Rensselaer	\$60.50	\$340.50		
Wheatfield	\$3.50	\$38.00		
PLAC FUND.....			\$0.00	\$80.00
GIFT FUNDS.....			\$190.00	\$3,404.02
DeMotte	\$45.00	\$597.15		
Rensselaer	\$145.00	\$2,598.42		
Wheatfield	\$0.00	\$208.45		
INTEREST.....			\$1,036.40	\$10,417.98
RECIPROCAL BORROWING.....			\$0.00	\$0.00
TAXES.....			\$217,269.82	\$816,531.99
Local Option/Certified Shares	\$0.00	\$158,051.50		
Local Option/Property Tax Repl.	\$0.00	\$13,972.50		
Property Tax	\$217,269.82	\$603,853.62		
Financial Institution Tax	\$0.00	\$1,520.50		
License Excise Tax	\$0.00	\$36,328.49		
State Distribution	\$0.00	\$2,805.38		
REFUNDS.....			\$29.15	\$899.61
Baker & Taylor-Postage	\$9.15	\$127.34		
D. Menken-Video Repair	\$0.00	\$4.50		
City of Mesa,Az-ILL Postage	\$0.00	\$1.61		
Demco-Returned old product	\$0.00	\$251.16		
McGraw-Hill (overpayment-199:	\$0.00	\$20.00		
Sales of Copier & Typewriter	\$0.00	\$475.00		
Nialsa Cancelled Mtg. Refund	\$20.00	\$20.00		
TOTAL RECEIPTS			\$220,678.07	\$852,494.18

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 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
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 08 Nov 94

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
004120	01557	BACHMAN, CAROL	413.71	10 NOV 94	PAYROLL
004121	01555	MARLENE BEEDLE	275.44	10 NOV 94	PAYROLL
004122	01560	JULIE A. BEST	311.38	10 NOV 94	PAYROLL
004123	01545	GLENDA BROWN	481.88	10 NOV 94	PAYROLL
004124	01549	RENEE CARR	348.95	10 NOV 94	PAYROLL
004125	01548	LYNN DAUGHERTY	1034.69	10 NOV 94	PAYROLL
004126	01554	JULIE EISELE	311.11	10 NOV 94	PAYROLL
004127	01540	CHARLOTTE FAGEN	587.53	10 NOV 94	PAYROLL
004128	01552	PAMELA FERBER	613.61	10 NOV 94	PAYROLL
004129	01561	GALLINA, KATHLEEN M.	565.91	10 NOV 94	PAYROLL
004130	01553	KIMBERLY GARWOOD	810.47	10 NOV 94	PAYROLL
004131	01571	MOLLY A. GATLIN	89.26	10 NOV 94	PAYROLL
004132	01562	JENNIFER M. HENDRICKS	79.08	10 NOV 94	PAYROLL
004133	01551	ROSE E. HOWARD	508.68	10 NOV 94	PAYROLL
004134	01558	GAIL M. JUNG	536.45	10 NOV 94	PAYROLL
004135	01546	DIANA KOBY	141.06	10 NOV 94	PAYROLL
004136	01543	JOAN KOPANDA	382.27	10 NOV 94	PAYROLL
004137	01566	PAMELA D. KYLE	105.81	10 NOV 94	PAYROLL
004138	01563	SHARON K. LEWIS	56.25	10 NOV 94	PAYROLL
004139	01569	LOEHRER, KAREN L.	347.29	10 NOV 94	PAYROLL
004140	01539	MARY K. MARTIN	758.72	10 NOV 94	PAYROLL
004141	01556	CAROL MITCHELL	364.62	10 NOV 94	PAYROLL
004142	01541	SHARON SCHULENBERG	481.70	10 NOV 94	PAYROLL
004143	01547	EILEEN SPURGEON	55.41	10 NOV 94	PAYROLL
004144	01564	LYNN M. STALBAUM	77.39	10 NOV 94	PAYROLL
004145	01567	JACK STANDISH	389.97	10 NOV 94	PAYROLL
004146	01542	JILL TACHTIRIS	496.81	10 NOV 94	PAYROLL
004147	01570	NICOLE E. VIROK	46.54	10 NOV 94	PAYROLL
004148	01572	ELAINE WALING	76.45	10 NOV 94	PAYROLL
004149	01559	WEBSTER, RACHAEL D.	201.93	10 NOV 94	PAYROLL
004150	01550	WHITED, AMBER	229.50	10 NOV 94	PAYROLL
004151	01544	DIANE WIERS	465.18	10 NOV 94	PAYROLL
004152	01568	MARGARET M. WOODS	328.99	10 NOV 94	PAYROLL
004153	01565	LEANNE YORK	707.08	10 NOV 94	PAYROLL
013307	01573	BANK ONE	4392.79	10 NOV 94	FICA & FED TAXES WITHHELD 10
013308	01574	INDIANA DEFERRED COMPENSATIO	135.00	10 NOV 94	WITHHELD FROM 10 NOV 94 PAYR
013309	01575	TOWN OF DEMOTTE, c/o DEMOTTE	18.72	10 NOV 94	SEWAGE BILL-DEMOTTE LIB.-SEP
013312	01576	4-COUNTY SUPPLY	14.39	14 NOV 94	ELBOW FOR SEWER TILE-RENS.BL
013313	01577	ACORDIA PERSONAL BENEFITS, I	612.54	14 NOV 94	QTLY. INSURANCE PREMIUMS-WIE
013314	01578	AFFORDABLE COMMUNICATIONS	90.00	14 NOV 94	TELEPHONE REPAIRS-RENS.
013315	01579	AMBER WHITED	8.74	14 NOV 94	MILEAGE & LUNCH-INCOLSA WORK
013316	01580	ANNE-MARIE EGAN	37.50	14 NOV 94	MILEAGE
013317	01581	ASSOCIATED LIBRARIES, INC.	43.02	14 NOV 94	BOOKS
013318	01583	AUDIO EDITIONS	13.56	14 NOV 94	BOOKS ON TAPE
013319	01584	AUDIOFILE	36.00	14 NOV 94	TECH. SERV.SUBSCRIPTION-TO 1
013320	01585	AVC CORPORATION	188.00	14 NOV 94	NOV & DEC COMPUTER SERV. AGR
013321	01586	BAKER & TAYLOR	786.77	14 NOV 94	CONTINUATIONS-BOOKS
013322	01587	BAKER & TAYLOR	8670.90	14 NOV 94	BOOKS & A.V. TAPES

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208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
013323	01588	BARBARA LEESTMA	32.00	14 NOV 94	MILEAGE
013324	01589	BARGAINS GALORE	7.14	14 NOV 94	CHILDREN'S HALLOWEEN PROGRAM
013325	01590	BEN FRANKLIN	13.42	14 NOV 94	CHILDREN'S HALLOWEEN PROGRAM
013326	01591	BETTY A. HUFF (PAS-TIME BOO	504.35	14 NOV 94	BOOKS
013327	01592	BIERMA HARDWARE, INC.	20.32	14 NOV 94	JANITOR SUPPLIES
013328	01593	BRACKEMYRE PUBLISHING	39.00	14 NOV 94	BOOKS
013329	01594	BOILER & PRESSURE VESSEL DIV	24.00	14 NOV 94	ANNUAL BOILER INSPECTION
013330	01595	BROWN'S GARDEN SHOPPE	475.00	14 NOV 94	LANDSCAPING MATERIALS & APPL
013331	01596	CAMPBELL PRINTING COMPANY	300.77	14 NOV 94	MEMORIAL TREE BROCHURES
013332	01597	CAROL MITCHELL	11.00	14 NOV 94	MILEAGE
013333	01599	CONSULTANT PUBLICATIONS	28.50	14 NOV 94	BOOK
013334	01600	CROWN COMPUTER	110.00	14 NOV 94	INSTALL NEW INFOTRACK SOFTWA
013335	01601	CUSTOM LAWN CARE	90.00	14 NOV 94	SEPT.MOWING-RENS.
013336	01602	DIANA KOOY	11.00	14 NOV 94	MILEAGE
013337	01603	DEMCO	170.50	14 NOV 94	BOOK POCKETS, HANG-UP BAGS
013338	01604	EBSCO SUBSCRIPTION SERVICES	32.95	14 NOV 94	MAGAZINE SUBSC.-DEM. & WH.
013339	01605	EDUCATION RECORD CENTER	575.45	14 NOV 94	CD'S, VIDEOS, BK & CASS, CAS
013340	01607	EDUCATIONAL RESOURCES	122.55	14 NOV 94	FOCUS ON FAMILY VIDEO SERIES
013341	01608	FACTS ON FILE, INC.	1230.32	14 NOV 94	BOOKS, WORLD NEWS DIGEST SUB
013342	01609	FASE'S	56.75	14 NOV 94	REDOUT - DEM.
013343	01610	FAS-TRACK COMPUTER PRODUCTS	81.95	14 NOV 94	COMPUTER PROGRAM
013344	01611	GAIL JUNG	165.24	14 NOV 94	MILEAGE & PROF. MEETINGS
013345	01612	GAIL JUNG	29.64	14 NOV 94	DEMOTTE PETTY CASH
013346	01613	GAIL JUNG	16.42	14 NOV 94	WHEATFIELD PETTY CASH
013347	01614	GLENDA BROWN	11.00	14 NOV 94	MILEAGE
013348	01615	GODWINS BOOKE & DICKENSON	580.00	14 NOV 94	SEMI-ANNUAL INS. PREMIUM-MAR
013349	01616	GOODWIN FIRE EQUIPMENT	187.00	14 NOV 94	FIRE EXTINGUISHER PROGRAM
013350	01617	H. W. WILSON COMPANY	250.00	14 NOV 94	READERS GUIDE-D;VERTICAL FIL
013351	01618	HERITAGE OFFICE PRODUCTS, IN	13.82	14 NOV 94	NOTEBOOK & TYPEWRITER RIBBON
013352	01619	HOOK'S DRUGS #162	24.00	14 NOV 94	SUNDAY PAPERS-SEP & OCT-DEMO
013353	01620	INDIANA HISTORICAL SOCIETY	10.00	14 NOV 94	GRANT WORKSHOP-BROWN, 11/21/
013354	01621	INDIANA LIBRARY FEDERATION	1009.78	14 NOV 94	ILF INSTITUTION & TRUSTEE ME
013355	01622	HP PRODUCTS CORP.	87.25	14 NOV 94	CLEANING SUPPLIES & TRASH BA
013356	01623	INDIANA STATE LIBRARY	18.00	14 NOV 94	VIDEOS
013357	01624	INDIANAPOLIS NEWSPAPERS, INC	109.00	14 NOV 94	ONE YR. SUBSC.-DEM. THRU 12/
013358	01625	INFORMATION ACCESS COMPANY	750.00	14 NOV 94	MAGAZINE INDEX BACK-FILES
013359	01626	INGRAM	944.47	14 NOV 94	VIDEOS
013360	01627	JULIE EISELE	89.00	14 NOV 94	MILEAGE
013361	01628	KAREN LOEHRER	56.00	14 NOV 94	MILEAGE & PARKING
013362	01629	KATHLEEN GALLINA	25.75	14 NOV 94	MILEAGE
013363	01630	KIMBERLY GARWOOD	83.68	14 NOV 94	MILEAGE, FILM, BATTERIES, 80
013364	01631	KOLORTECH, INC.	256.24	14 NOV 94	FLOURESCENT LIGHTS
013365	01632	LODS COMMUNICATIONS	815.96	14 NOV 94	DATA LINES & LONG DISTANCE C
013366	01633	LOWELL PUBLIC LIBRARY GIFT F	48.00	14 NOV 94	NILBA MEETING-3 ATTENDEES, 1
013367	01634	LYNN DAUGHERTY	246.92	14 NOV 94	BOOK, MILEAGE, PROF. MEETING
013368	01635	MARGE HOHNER	13.00	14 NOV 94	MILEAGE
013369	01636	MARGARET M. WOODS	24.50	14 NOV 94	MILEAGE
013370	01637	MARLENE BEEDLE	63.74	14 NOV 94	MICROSOFT COMPUTER PROGRAM

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208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation	
013371	01638	MARY K. MARTIN	154.75	14 NOV 94	MILEAGE	
013372	01639	MARY LINDA CASEY	30.50	14 NOV 94	MILEAGE	
013373	01640	MUSIC WHOLESALERS	65.50	14 NOV 94	CD'S	
013374	01641	NATIONAL SAFETY COUNCIL	28.30	14 NOV 94	BOOK	
013375	01642	NORTHWESTERN INDIANA TELEPHO	120.28	14 NOV 94	TELEPHONE SERVICE-NOV.-DEMOT	
013376	01643	PERMA-BOUND	495.78	14 NOV 94	BOOKS	
013377	01644	PHILIP HOWARD	25.00	14 NOV 94	LAWN CARE-WHEATFIELD	
013378	01645	POSTMASTER GENERAL	318.80	14 NOV 94	20 POSTCARDS,STAMPS: 29's-90	
013379	01646	QUILL	85.99	14 NOV 94	LABELS, DISKS, FAX NOTES, RI	
013380	01647	REED REFERENCE PUBLISHING	320.20	14 NOV 94	SUBJECT GUIDE TO BIP '94-95	
013381	01648	SEAVEY CORPORATION	36.17	14 NOV 94	REPLACEMENT TRASH LINER	
013382	01649	SIMPLEX TIME RECORDER CO.	369.75	14 NOV 94	ANNUAL SERVICE CONTRACT-WHEA	
013383	01650	SCHNAIBLE SERVICE & SUPPLY C	131.40	14 NOV 94	TRASH BAGS, PAPER TOWELS, CL	
013384	01651	SECURITY COURIERS CORP.	496.05	14 NOV 94	COURIER SERVICE TO 11/4/94	
013385	01652	SPRINT PUBLISHING & ADVERTIS	124.92	14 NOV 94	PHONE BOOKS	
013386	01653	STANDARD & POOR'S CORP.	635.00	14 NOV 94	INVESTOR'S PKG. LIBRARIES-DE	
013387	01654	TEETERS CULLIGAN	34.70	14 NOV 94	WATER & COOLER RENTAL-WHEATF	
013388	01655	TIME-LIFE EDUCATION	29.40	14 NOV 94	BOOKS	
013389	01656	TYSEN'S COUNTRY GROCERY, INC	81.58	14 NOV 94	HALLOWEEN PROGRAM SUPPLY, CL	
013390	01657	UNITED TELEPHONE COMPANY	601.56	14 NOV 94	TELEPHONE-OCT-RENS.	
013391	01658	WAL-MART STORES, INC.	89.43	14 NOV 94	R.HALLOWEEN PROG.;VIDEO,GLUE	
013392	01659	WALSTRA FINE CUT	180.00	14 NOV 94	LAWN CARE-DEM.	
013393	01660	WORLD BOOK, INC.	559.00	14 NOV 94	ENCYCLOPEDIAS	
Const Fund	013394	01661	HIGHSMITH CO. INC.	480.13	14 NOV 94	SIGNAGE-RENS. DEM BLDG. PROJ (only \$171.50)
--TOTAL AMOUNT OF CLAIMS--			43088.62			

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 43088.62. Dated 14 NOV 94.

_____	_____
_____	_____
_____	_____
_____	_____

AGENDA

Tuesday, December 20, 1994

**Jasper County Public Library Board of Trustees
DeMotte Library East Meeting Room
7:00 PM**

Monthly Meeting

Executive session to discuss employee work performance

Opening of meeting

- A. Moment of silence
- B. Approval of agenda format, including requested changes to consent agenda

Purpose

Action

Approval of Consent Agenda Items

Action

- A. Minutes (R 1-2)
- B. Bills/Financial Reports (F)
- C. Salary Ordinance (R 3)
- D. 1994 Encumbrances(R 5)
- E. Transfer to LIRF (R 7)
- F. Host/Hospitality Fund Authorization (R 29)

General Business

- A. DeMotte Librarian: Annual report
- B. Election of officers (R 9)
- C. 1995 Budget (R 21 - R 26)
 - 1. Health insurance (R 12)
 - 2. Director's salary(R 12)
 - 3. 1995 Budget
- D. Agenda format (R 28)
- E. Board development (R 28)
- F. Resolution of building problems (R 28)

Information

Action

Action

Action

Action

Action

Action

Action

Director's Report (R 27-R 28)

Information

Items for future Agendas

Public Forum

Adjournment

Refreshments will be available at 6:45 PM if you'd like to come early and socialize.

Minutes.....November 14, 1994

WHEATFIELD LIBRARY

Present: Mary Linda Casey, Miriam Lawyer, Barbara Leestma, Wilbur Doty, Lynn Daugherty. Anne-Marie Egan, Bob Souza and Marge Hohner were not in attendance.

MEETING OF THE JCPL BOARD OF FINANCE: The Board of Finance met at 7:00 PM at the Wheatfield Library for the purpose of designating depositories for the upcoming biennium. Upon receipt of Form SBD 2 after proper notification of all financial institutions in the JCPL taxing district, and on motion by B. Leestma, seconded by M. Lawyer, the Board voted to designate the following financial institutions as the library's depositories:

First Federal Savings Bank of Indiana
First of America Bank - Northwest Indiana
NBD Bank, N.A.
DeMotte State Bank
Bank One, Rensselaer, NA
Indiana Federal Bank

The meeting of the Board of Finance was adjourned at 7:15 PM on a motion by B. Leestma, seconded by M. Lawyer.

MONTHLY MEETING OF THE JASPER COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

7:15 PM

1. ***AGENDA:*** Items B (Bills/Financial Report), C (Salary Ordinance), and E (INCOLSA Appointment) were removed from consent agenda.
2. ***CONSENT AGENDA:*** M. Lawyer moved to approve the Consent Agenda which included the Minutes, 1995 Board Meeting dates, and Request for Workshop attendance. B. Leestma seconded the motion. Motion carried.
3. ***BILLS/FINANCIAL REPORTS*** were approved on a motion by B. Leestma, seconded by M. Lawyer.
4. ***SALARY ORDINANCE*** as presented was approved on a motion by M. Lawyer, seconded by M.L. Casey.
5. ***INCOLSA DIRECTOR APPOINTMENT:*** Lynn Daugherty was appointed as JCPL's INCOLSA Director on a motion by B. Leestma, seconded by M.L. Casey.
4. ***LIBRARY FIVE-YEAR GOALS:*** The Board approved the recommendation of the committee appointed to reword two of the four goals set forth at the retreat on a motion by M. Lawyer, seconded by M.L. Casey.

5. **WHEATFIELD LIBRARIAN'S REPORT:** Pam Ferber gave the Board an overview of the Wheatfield Library and the community it serves, of her own job responsibilities and of the variety of programming offered to the community.

6. **POLICY RECOMMENDATIONS:** After a short discussion, M.L. Casey moved that we adopt the new Materials Selection Policy and the Meeting Room Policy (unchanged) as presented. M. Lawyer seconded the motion. All were in favor, motion passed.

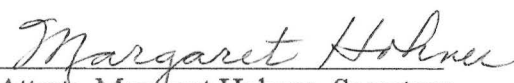
7. **NOMINATING COMMITTEE:** W. Doty presented the slate of officers for 1995 as selected by the Nominating Committee, consisting of M. Hohner, M.L. Casey and himself: Bob Souza, President; Anne-Marie Egan, Vice-President; Barbara Leestma, Secretary; Wilbur Doty, treasurer.

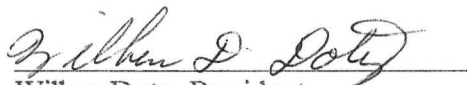
8. **1995 BUDGET:** The budget was discussed at length. No action will be taken until the December meeting.

M. Lawyer left the meeting at this time due to other commitments.

9. **RESOLUTION OF BUILDING PROBLEMS:** L. Daugherty presented a copy of the letter sent by the board's attorneys Dumas and Moriarty to all persons involved in the incompleted portions of the building project. Board members still present advised that these persons be further instructed that the Library will hire persons to finish all uncompleted work and add the cost of this to the suit filed.

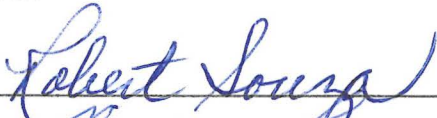
The following Agenda items were not discussed: Agenda Format, Board Development, Director's Report.

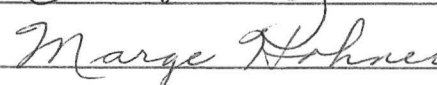

Attest: Margaret Hohner, Secretary


Wilbur Doty, President

Salary Ordinance 1994: Rev.12/94

Name	Classification	Present Hrly Wage	Annual Salary	Hrs Worked	Library
Bachman, Carol	Specialist 2	\$8.08	\$13,665.37	40	R
Bakker, Judy	Page	\$4.25	\$255.00	10	D
Barlow, Kellie	Page	\$4.25	\$403.75	10	R Res. 2/16
Beedle, Marlene	Lib. Asst. 1	\$5.99	\$7,475.52	24	D
Best, Julie	Clerk	\$4.75	\$3,030.38	15	R
Brown, Glenda	Specialist 1	\$7.41	\$15,412.80	40	R
Bykerk, Jill	Page	\$4.40	\$1,215.80	10	D Res. 6/30
Carr, Renee	Lib. Asst 1	\$6.48	\$10,782.72	32	D
Daugherty, Lynn	Director	\$18.08	\$37,606.40	40	R
Eisele, Julie	Lib. Asst. 1	\$5.99	\$7,661.05	35	R
Fagen, Charlotte	Specialist 2	\$8.47	\$17,617.60	40	D
Ferber, Pam	Librarian	\$12.98	\$21,598.72	32	W
Gallina, Kathleen	Specialist 2	\$8.47	\$17,294.80	40	R Effective 8/1
Garwood, Kim	Librarian	\$13.21	\$27,438.44	40	R
Gatlin, Mollie	Page	\$4.25	\$943.50	10	D
Hendricks, Jennifer	Page	\$4.40	\$2,109.20	10	D Res. 11/15
Howard, Rose	Janitor	\$7.55	\$15,704.00	40	D, W
Jung, Gail	Admin. Asst	\$8.17	\$17,000.05	40	R
Karch, Angela	Page	\$4.25	\$255.00	10	D
Kooy, Diana	Lib. Asst 2	\$7.29	\$3,032.64	8	D
Kopanda, Joan	Lib. Asst 2	\$7.29	\$12,130.56	32	D
Kyle, Pamela	Page	\$4.30	\$2,222.00	10	R
Lewis, Sharon	Clerk	\$5.17	\$2,526.00	10	R
Loehrer, Karen	Lib. Asst. 1	\$5.50	\$5,780.25	35	R
Martin, Mary	Tech Serv Libn	\$14.42	\$28,743.87	40	R Res. 12/15
Mitchell, Carol	Lib. Asst. 2	\$6.09	\$11,083.80	35	R
Padgitt, Kathi	Specialist 1	\$7.07	\$6,809.64	40	R Res. 6/3
Powell, Bonnie	Lib Asst 1	\$6.97	\$9,967.69	30	R
Reed, Patricia	Lib Asst I	\$5.99	\$4,613.00	35	R Res. 5/24
Schulenberg, Sharon	Spec. Serv Libr	\$9.31	\$16,944.20	35	R
Spurgeon, Eileen	Clerk	\$6.00	\$2,346.60	5	R
Stalbaum, Lynn	Page	\$4.40	\$2,250.00	10	W
Standish, Jack	Janitor/Mainter	\$7.00	\$9,764.30	29	R Effective 7/1
Tachtiris, Jill	Specialist 1	\$7.75	\$16,120.00	40	D
Tanis, Tanya	Page	\$4.40	\$1,681.15	10	D Res. 9/30?
Thone, Betty	Clerk	\$6.00	\$0.00	5	D Res. 6/29
Virok, Nicole	Page	\$4.30	\$995.58	3.75	R
Waling, Elaine	Page	\$4.25	\$552.50	10	R Effective 10/1
Webster, Rachael	Clerk	\$5.17	\$3,642.25	13	D
Whited, Amber	Lib. Asst I	\$5.99	\$7,475.52	24	W
Wiers, Diane	Specialist 1	\$7.41	\$15,412.00	40	W
Woods, Peggy	Lib Asst I	\$5.50	\$9,224.00	34	W
York, Leanne	Librarian	\$11.54	\$23,177.60	40	D
	Tech. Serv Lbn	\$12.50	\$1,083.33	40	R
Total			\$415,048.58		





JASPER COUNTY PUBLIC LIBRARY

☐ Rensselaer Public Library, Headquarters
208 West Susan Street
Rensselaer, Indiana 47978-2447
219 • 866-5881
Fax 219 • 866-7378

☐ DeMotte Public Library
901 Birch Street SW
P.O. Box 16
DeMotte, Indiana 46310-0016
219 • 987-2221
Fax 219 • 987-2220

☐ Wheatfield Public Library
Grace & South Streets
P.O. Box 247
Wheatfield, Indiana 46392-0247
219 • 956-3774
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December 20, 1994

Whereas, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for various functions of the Jasper County Public Library,

Now, therefore, be it resolved by the Library Board of the Jasper County Public Library, Jasper County, Indiana, for the expenses of the Public Library the following funds herein named for the purposes herein specified be increased, subject to the laws governing the same.

Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND

	Added Amount Appropriated		Amount Reduced
2.23 Other operating supplies	\$1232.04		
2.31 Building materials/supplies	\$223.16	2.41 Library Supplies	\$1455.20
3.24 Professional meetings	\$862.58	3.22 Postage	\$ 862.58
3.23 Traveling expense	\$301.50		
3.61 Building & structures	\$4092.48	3.98 Maintenance contracts	\$4393.98
TOTAL	\$6711.76		\$6711.76

Robert Souza
Margaret Gohner
Brian D. Doty
Genevieve Egan

Miriam Lawry

MEMORANDUM

Transfer to Library Improvement Reserve Fund (LIRF)

Summary: We put \$7,000 in our 1994 Operating Fund Budget to be transferred into the LIRF for major repairs and purchases at some future time. The Board must vote to transfer this money to LIRF.

Discussion: This is the only line in the Operating Fund which cannot be increased by transferring money to it from another appropriation in the Operating Fund.

Once we have advertised a certain amount in this line, and our budget has been approved by the state, we can choose to transfer this amount to another line of the Operating Fund, using it for other purposes and not transferring it to LIRF, but we *cannot* choose to transfer *more* money to this line of the budget and put *more* than \$7,000 into LIRF.

I mention this because I know some of you would like to be putting more money into LIRF. In order to do so, we will have to wait until we are preparing the 1996 budget, and put more money into the line at that time.

When preparing the 1994 and 1995 budgets, we put small amounts into LIRF because we were considering appealing our tax rate and our appeal would not be considered if we had large amounts of money in LIRF or available to put into LIRF.

Vote: To transfer \$7,000 from the Library Operating Fund to the Library Improvement Reserve Fund.

MEMORANDUM

Election of Officers

Summary: The following slate of officers was announced at the November meeting:

Bob Souza, President
Anne-Marie Egan, Vice-President
Barbara Leestma, Secretary
Wilbur Doty, Treasurer

The Board must vote to elect this slate if no further nominations are made from the floor.

Vote: To elect the slate of officers as presented for the 1995 calendar year.

MEMORANDUM

1995 Budget

Summary: The 1995 Budget is 5.7% higher than the 1994 budget, the smallest increase since 1989. It allows for a projected operating balance at the beginning of 1996 of \$329,500, a four month operating balance for 1996.

At the November board meeting, only four board members were present. Two board members raised concerns which kept them from approving the proposed budget as recommended. The budget was not passed. Concerns were as follows:

Staffing: Wil had no problems with other personnel recommendations, but felt we do not need an additional clerk at Rensselaer. He presented a rough comparison of number of circulations divided by number of employees at each library which he felt showed that Rensselaer operates inefficiently.

I feel this is a management issue and that the board's task is mainly to look at whether we have the funds to operate the recommended budget :

Board manual In the Public Trust, p. B-3: " The board approves salary schedules and annual adjustments, but the director determines the level of staffing necessary and what those staff members will actually do."

However, I have included a paper entitled "Staffing Comparisons: DeMotte/Rensselaer/Wheatfield" to address Wil's concern. (R13-R14). I have also included a copy of material sent to you in your November packet on this subject. (R23, R26)

Materials budget: Wil feels we are not placing enough of our money into Library Materials. A paper entitled "1995 Library Materials Budget" responds to this. (R15)

Library finances: Wil expressed doubt that Gail and I are knowledgeable enough concerning financial matters to handle the funds presently in our keeping. He spoke of hiring a business manager with professional education/experience.

I feel that we are fully capable of handling the library's finances. A librarian's professional education includes a segment on library budgeting and finances. In addition, I have had 8 years' experience as a director, during which I have had complete responsibility for these matters. Each year, one or both of us attends a Bookkeeping Workshop and a Budget Workshop which keep us abreast of any changes in laws, rules of operation, investment opportunities, etc. We are audited every other year and have never been written up for any irregularity

Public libraries are strictly regulated in what they may or may not do with their funds. For this reason, the kind of financial expertise needed for private enterprise is not necessary.

I have included a document entitled Memorandum: Library Finances to give you a clearer idea of the financial condition of the library and of how Gail and I keep track of that. (R16-R20)

Health Insurance: We presently pay \$40 per month toward the health insurance of 5 employees (our budget includes \$12,000 to cover all eligible staff). The Budget Committee unanimously recommended that the Board pay \$80 per month (\$16,320 to cover all eligible staff) toward an employee's health insurance next year.

Mary Linda felt that \$80 per month was too large an increase in board payments for employee health insurance. I pointed out that, even with this increase in health insurance payments and the addition of the clerk at Rensselaer, the Personal Services portion of the budget will increase only 4.9% over last year (average annual increase since 1987 = 11.2%) and will comprise only 55% of the library's budget (the state average is 59.7%). Since salary and benefits were the major concern noted by staff in the staff survey, this increase in health insurance payments does not appear unreasonable. This is definitely a board decision, however.

Director's Salary: This figure must be voted on by the board. As I stated in the memos you received in last month's packet, the amount I suggested for Director's salary is about a 3% increase (3% would be \$38,734.18). This is a smaller percentage increase than most employees will receive, but I feel it is fair. The subject was not addressed at the November board meeting.

Action needed: The board must settle the issues mentioned above and pass a 1995 budget. I have included a copy of the proposed budget and budget explanations which was sent in your November packets. (R21-R26) I know most of you have left your board notebooks at the library.

Staffing Comparisons
DeMotte/Rensselaer/Wheatfield
12/2/94

Hours staff work for their own library per week (janitors not included):

DeMotte: 263

Rensselaer: 291 (17 additional hours are spent ordering, distributing, and mailing back interlibrary loan materials for the system)

Wheatfield: 140

Rensselaer is open about 4 hours more per week than DeMotte. 4 employees are needed during those busy evening hours. Taking into account Rensselaer's extra hours open and extra staff needs for those hours, Rensselaer staff still has 12 staff hours more per week than DeMotte. If all things were equal, Rensselaer would be better staffed than DeMotte.

In fact, Rensselaer circulates the same average number of books per hour as DeMotte. (Wheatfield circulates 1/2 the number). However, circulation is only one measure of library output. In other areas, Rensselaer has a far heavier workload:

Users' questions: Rensselaer handled 52% more (38,437) than did DeMotte this year (349% more than Wheatfield).

Local history use: Rensselaer had 293 persons using the genealogy and local history area, while DeMotte had 46. People using these materials generally need a good bit of guidance. A number are from out of town and unfamiliar with our automated system, etc. Glenda also did the necessary research, then answered 37 local history-related letters this year, while DeMotte answered one.

Computer use: 132 persons used DeMotte's public computer this year. 960 used Rensselaer's (377 use Wheatfield's). DeMotte offers no additional software programs besides the two word processing programs loaded on the hard drive. Wheatfield and Rensselaer both check out software (for in-house use) from the desk and must help patrons get started using the programs. Rensselaer checked out 1109 items thus far this year, Wheatfield-- 481.

Rensselaer has more CD-ROM software than DeMotte. Each piece must be introduced by staff to a patron using it for the first time. At DeMotte, all software is networked on the CD-ROM's. At Rensselaer, it must be checked out at the desk individually. More staff time is involved.

Microform use: DeMotte's patrons have viewed 28 microforms; Rensselaer's 562. Staff must often get the microfilm for the patron and show patrons how to use the equipment.

Interlibrary Loan requests: The fact that material is requested from interlibrary loan means that staff time has first been spent looking for materials locally and then at the other branches. In the case of subject requests (materials on a subject, rather than a request for a particular title), substantial time has been spent before ILL forms are filled out and the request is sent to Rensselaer for processing. Rensselaer's patrons have requested 58% more interlibrary loan materials than DeMotte's patrons.

Programming: DeMotte has had 183 programs, Rensselaer 193, Wheatfield 93 thus far this year. Depending on the type of program, staff can spend from two to 12 or more hours in preparation.

These comparisons in no way reflect badly on the individual libraries. Patrons in different communities use their libraries in different ways. What works in one place doesn't work in another. Services that have been long in existence at Rensselaer are just getting started at DeMotte.

My recommendation to add a 35 hour per week circulation clerk at Rensselaer is based not on circulation statistics alone, but on all the tasks which consume staff time. The above statistics justify my recommendation.

1995 Library Materials Budget

Are we spending a sufficient amount of our budget on library materials? Yes!

The amount we are proposing to spend is more than was spent last year by any of the 10 Indiana public libraries serving a comparably sized population (within 3,000 people of our population).

If we spend the amount presently recommended in the 1995 budget, we will be spending about \$7.04 per capita. The other libraries spent an average of \$3.94 per capita! The *highest* per capita spending among the other 10 libraries was \$5.99.

Compared to the 5 Indiana libraries whose operating budgets are within \$60,000 of our budget (all but one of whom serve more people than do we), only one spends more per capita (Plainfield, population 19,468: \$10.58 per capita) on materials. The other four spend an average of \$4.76 per capita for materials.

Our materials budget is very ample in comparison to other libraries.

MEMORANDUM

Library Finances

Summary: Recently, some comments from one or two board members have led Gail and I to believe that the Board may not have complete confidence in our financial management of the library. It has occurred to me that I have never shared with the Board some of the behind-the-scenes paperwork which we do to insure that the Library is operating in a financially sound manner.

I don't think you *want* to regularly see all reports generated, but it might help for you to see some of this once in a while and get a little refresher on how the library operates.

Discussion:

Budget: As you know, the State Board of Tax Commissioners approved a 1994 Operating budget for JCPL of \$984,211. This included an operating balance of \$90,603. (Because we advertised with the possible intention of appealing our tax rate, we kept the operating balance low. In 1993, the libraries who were denied their tax appeals were told it was because they showed healthy operating balances.)

After approval of the budget, you and I developed a *working* budget for 1994 of \$902,208. That was the official budget that you then formally approved and is the budget we are working with this year.

Gail and I then determined that we would *try* to increase the operating balance for 1995 by spending only 87% of the budget (\$785,000). Any budgeted money not spent by the end of the year goes into the next year's "Operating Balance." *In actual fact, we expect to be within \$5,000 of attaining this goal!*

Budget vs. Cash : Although a budget of \$984,211 was approved by the state, we will not receive that much money throughout the year. If we spend more than we actually receive, we are spending part of our operating balance.

Operating balance is the amount of cash we have in the bank in the Operating Fund at the beginning of a year. This money must pay our expenses until the first payment of CAGIT (County Adjusted Gross Income Tax) money comes in May and the first payment of Property Tax money comes in June.

To keep track of money coming into the Operating Fund, I keep a chart showing first the amount of money we expect to receive from each of our receipt sources. Then I show, month by month, the actual amount which came in. (See R 19)

At the beginning of 1994, we had an operating balance (Cash on Hand) of \$199,605. If our 1994 budget is \$785,000, and we expect to spend equal amounts of it each month, we need \$65,417 each month. Obviously, our Operating Balance did not last more than 3 months. This is why we are working to increase it. In the meantime, we have other money in the bank besides Operating Funds from which we can borrow to get our cash.

Cash Flow: You can see on R 19 that we expected to receive \$837,167 in receipts. We now estimate we will come in about \$1,000 short of that.

1995 Outlook: This means that if we spend \$790,000, we will add \$47,167 to our beginning of the year operating balance of \$199,605 = \$246,770 for the beginning of 1995 Operating Balance. This operating balance would carry us through the first 3 1/2 months of the year, based on a \$936,813 budget (amount of expected 1995 receipts). (R20)

Our 1995 budget includes ample funds for repairs, possible increased costs of utilities, etc. (Our 1994 budget was more bare bones.) Because of this, we expect that we will not spend *more* than \$854,000 of our budget in 1995 and might spend less.

As a result, considering that we estimate receipts of about \$936,813, we should have an operating balance at the end of 1995 of at least \$82,813 plus the amount in the bank at the beginning of the year (\$246,770) = \$329,583. This will give us a very sound 4 month operating balance for 1996.

All of this shows that our library is on a very solid financial footing.

For the Future

Next summer, when we plan our 1996 budget, the Board will have the opportunity to decide whether that budget should be designed to include another large operating balance (thus increasing the number of months the operating balance will fund) or whether to raise the budget higher to include a large addition to LIRF and let the operating balance increase by a smaller amount.

At this time, the Board may also wish to set 5 year goals for the Operating Balance and for LIRF. For instance, Gail and I feel that we should operate with a four month operating balance to remain fiscally sound in future days when we no longer have BIRF money to borrow cash from. The Board might decide on a dollar amount they wish to keep in LIRF, to be accumulated by the year 2000.

Public libraries are very limited in the ways they are allowed to invest funds. We are presently investing funds in CD's when feasible. Gail and I will be investigating two other allowable investment possibilities in the next few months and will then report back to the Board.

Tax Anticipation Warrants

At the last Board meeting, Mary Linda suggested that we use tax anticipation warrants to obtain operating cash instead of increasing our operating balance. She stated that schools borrow the money, then invest it and earn money, because they are paid a higher rate of interest than they pay to borrow. I have investigated this further.

First of all, to obtain permission from the State to borrow money through a tax anticipation warrant, we must show we have no other cash to operate on. We could not do this for the next 13 years, since we will have BIRF (bond fund) money available to borrow until then. If we have money in LIRF, we also can borrow from that fund.

Second, at least in the present financial climate, we would be paying out more interest on our loan than we could recoup by reinvesting the money once we receive it. At present, the KV School Corporation has money from Tax Anticipation Warrants which they borrowed at 5.75% interest. If they invest it, they can get only 3.75% interest on their investment.

Therefore, this does not appear to be a cost-effective means of obtaining operating capital.

CASH ON HAND
JAN. 1, 1994
\$199,605

ADVANCE
ON
PROPERTY
TAX

OPERATING FUND RECEIPTS 1994

RECEIPT	BUDGET	JA	FB	MR	AP	MY	JE	JL	AG	SPT	OC	NV	DC	Year-To Date
Property Tax	\$417,542				\$23,690		\$178,943							\$202,632
Excise Tax	\$42,500						\$19,059							\$19,059
Financ.Inst.Tax	\$1,484						\$798							\$798
Fine/fee/cop/card	\$21,537	\$1,892	\$2,229	\$2,477	\$2,440	\$1,614	\$1,758	\$2,244	\$2,002	\$2,351				\$19,008
Interest	\$10,056	\$994	\$617	\$499	\$538	\$289	\$519	\$1,820	\$476	\$1,422				\$7,173
CAGIT-cert.share	\$316,103					\$158,052								\$158,052
CAGIT-pr.tx repl	\$27,945					\$13,973								\$13,973
Misc revenues	\$0	\$39		\$38	\$251	\$35	\$20		\$475	\$12				\$870
State Distribution	\$0							\$2,805						\$2,805
Total	\$837,167	\$2,926	\$2,846	\$3,014	\$26,918	\$173,963	\$201,097	\$6,869	\$2,952	\$3,786	\$0	\$0	\$0	\$424,370

OPERATING FUND RECEIPTS 1995

RECEIPT	BUDGET	JA	FB	MR	AP	MY	JE	JL	AG	SPT	OC	NV	DC	Year-To Date	Budget Percent
Property Tax	\$547,148													\$0	0%
Excise Tax	\$50,169													\$0	0%
Financ.Inst.Tax	\$1,774													\$0	0%
Fine/fee/cop/card	\$21,500													\$0	0%
Interest	\$8,000													\$0	0%
CAGIT-cert.share	\$281,217													\$0	0%
CAGIT-pr.tx repl	\$27,005													\$0	0%
Misc revenues														\$0	ERR
State Distribution														\$0	ERR
Total	\$936,813	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%

Annual Receipts

	1990	1991	1992	1993	1994
Property Tax	346230	358679	384121	382499	
Excise Tax	39798	41438	43892	44873	
Financ.Inst.Tax	2724	4415	1313	1544	
Fine/fee/cop/card	20650	21981	19494	19009	
Interest	19699	11289	10135	9246	
CAGIT-cert.share	118845	179920	165948	316504	
CAGIT-pr.tx repl	11774	15166	15820	33234	
Misc revenues	771	743	8109	2928	
State Distribution	2797	2857	2767	2784	
Total	563288	536488	551599	812621	

1995 Budget Comparisons

	1994 Adjusted Budget	1994 Disbursed to Dec.1,94	1995 proposed working budget	% of Total Budget
1 PERSONAL SERVICES				
1.1 Salaries and wages				
1.11 Salary of librarian	\$37,606	\$34,434	\$38,730	
1.12 Salary of Assistants	\$374,642	\$328,588	\$381,564	
1.13 Wages of Janitor	\$17,056	\$14,379	\$26,819	
1.2 Employee benefits				
1.21 Employer: FICA	\$32,893	\$28,872	\$34,141	
1.22 Unemployment Comp	\$1,224	\$951	\$1,240	
1.23 Employer: PERF	\$22,277	\$21,193	\$23,218	
1.24 Employer: Group Insur.	\$12,000	\$1,550	\$16,320	
1.3 Other personal services				
1.31 Other personal services	\$1,500	\$474	\$1,500	
Total Personal Services	\$499,198	\$430,441	\$523,531	55%
2 SUPPLIES				
2.1 Office supplies				
2.11 Official records	\$800	\$122	\$950	
2.12 Stationery/printing	\$500	\$156	\$600	
2.13 Other office supplies	\$4,500	\$3,246	\$4,500	
2.2 Operating supplies				
2.21 Cleaning/sanitation	\$5,500	\$2,407	\$4,000	
2.22 Fuel/oil/lubricants	\$20	\$7	\$20	
2.23 Other operating supplies	\$1,000	\$1,584	\$2,800	
2.3 Repair/maintenance supplies				
2.31 Building materials	\$600	\$813	\$650	
2.32 Painting supplies	\$200	\$6	\$200	
2.33 Repair parts	\$250	\$72	\$300	
2.4 Other supplies				
2.41 Library supplies	\$4,500	\$1,573	\$4,000	
2.42 Automation supplies	\$5,000	\$3,472	\$5,000	
Total Supplies	\$22,870	\$13,457	\$23,020	2%
3 OTHER SERVICES/CHARGES				
3.1 Professional services				
3.11 Consulting services	\$0	\$0	\$0	
3.12 Engineer/Arch Services	\$500	\$0	\$500	
3.13 Legal services	\$1,500	\$0	\$2,500	
3.14 Other profess. services	\$1,000	\$100	\$500	

3.2 Communication/Transportation					
3.21	Telephone	\$23,500	\$18,250	\$25,000	
3.22	Postage	\$5,000	\$4,038	\$7,500	
3.23	Traveling expenses	\$3,500	\$3,585	\$4,000	
3.24	Professional mtgs	\$3,500	\$4,348	\$6,000	
3.25	Freight/Express	\$50	\$0	\$50	
3.3 Printing/Advertising					
3.31	Adv/Public. of notices	\$800	\$329	\$500	
3.32	Printing (not offc. supply)	\$600	\$449	\$500	
3.4 Insurance					
3.41	Official bonds	\$500	\$50	\$250	
3.42	Other insurance	\$13,400	\$12,826	\$18,000	
3.5 Utility services					
3.51	Gas	\$32,000	\$17,819	\$27,000	
3.52	Electricity	\$55,000	\$46,044	\$57,000	
3.53	Water	\$1,500	\$917	\$1,600	
3.54	Waste disposal service	\$2,800	\$2,059	\$3,200	
3.6 Repairs/maintenance					
3.61	Bldgs/Structures	\$9,000	\$12,455	\$16,000	
3.62	Equipment	\$2,500	\$1,625	\$4,000	
3.7 Rentals					
3.71	Real estate		\$0		
3.72	Equipment	\$250	\$214	\$250	
3.91	Dues	\$2,200	\$1,080	\$1,800	
3.92	Interest on loans		\$0		
3.93	Taxes/Assessments		\$0		
3.94	Transfer to LIRF	\$7,000	\$0	\$6,000	
3.95	Service contracts	\$16,670	\$7,746	\$10,000	
3.96	Petty cash	\$120	\$0	\$120	
3.97	Interview/moving expense	\$250	\$0	\$250	
3.98	Maintenance contracts	\$30,000	\$5,597	\$35,000	
Total Other Services/Charges		\$213,140	\$139,531	\$227,520	24%
4 CAPITAL OUTLAYS					
4.1	Land		\$0		
4.2	Buildings		\$0		
4.3	Improvements		\$72	\$3,000	
4.4	Furniture/equipment	\$5,000	\$4,443	\$12,000	
4.5 Other capital outlays					
4.51	Books	\$115,000	\$76,598	\$113,000	
4.52	Periodicals,newspapers	\$35,000	\$28,356	\$35,000	
4.53	Nonprint materials	\$12,000	\$10,371	\$17,000	
Total Capital Outlays		\$167,000	\$119,840	\$180,000	19%
FUND TOTAL		\$902,208	\$703,269	\$954,071	
Operating Balance		\$82,003		\$138,165	

Explanation of Budget 1995 Comparisons Document

Column 1: Fund account number
 Column 2: Description of account
 Column 3: 1994 *working* budget as adopted by board.
 Column 4: Monies actually disbursed Jan. 1 - November 1, 1994
 Column 5: 1995 Proposed "working" budget

Budget Committee Recommendations

Salaries(1.1): Carol Mitchell (Tech Serv. Asst 2) will become a 40 hr. employee as the former person in that position was. We will not reinstate the 3rd page at Rensselaer , but will add a 35 hr per week circulation clerk and increase Library Assistant Karen Loehrer's hours from 35 to 40. We will add a 5 hr per week bookkeeper/clerk for our administrative offices to learn bookkeeping tasks as well as to do photocopying and other clerical duties.

We will not replace the 16 hour per week clerk at DeMotte, but will add 4 hours per week for a library assistant/specialist to work in the evenings (not a new position).

We are also recommending changing 3 Library Assistant I staff to Library Assistant II. All are eminently qualified for the promotion by their education, their expertise, and the level of their responsibility. This includes one person at each library. In addition, Diane Wiers would become a Specialist II, since she is now carrying the full scope of childrens/young adult librarian duties. (In the past, she let Pam do some parts of the job with which she did not feel comfortable.)

Group insurance(1.24): We included \$80 per month per employee for the 17 persons eligible for group insurance.

Total budget for Personal Services, as detailed above, represents only a 4.9% increase over last year's budget (\$24,233). This is the smallest increase in actual dollars and in percentage since 1989. The average increase since 1987 is 11.2%. Without the increase in group insurance, it would be only a 4% increase.

Official records(2.11): Purchase orders, checks, other official forms.

Other operating supplies(2.23): Light bulbs are a much larger expense than we previously estimated.

Telephone (3.21): We added to this appropriation in case we want to consider add phone lines for Internet access and for dial-up access to CD ROM. It is possible that Rensselaer will add a pay phone also.

Postage (3.22): Rates will be increasing next year.

Travel expenses (3.23): We are keeping within budget here; however, if we increase funds for board and staff professional meetings (3.24) , we may need to increase funds here also.

Professional meetings (3.24): This year we will be over budget in this category because of the board's retreat and because we decreased the budget in this account from \$5000 in 1993 to \$3500 in 1994. We need money for board and staff to attend good conferences and workshops which may be offered in 1995.

Printing (3.32): This includes brochures and other special publicity we may wish to develop.

Waste disposal(3.54): We now pay for Wheatfield waste treatment in addition to DeMotte and Rensselaer.

Buildings/structures (3.61): This category includes elevator inspections (and repairs if ever necessary), and other repair work which has previously been under warranty. We used a large amount of this budget for snow removal and lawn care this year. Outside maintenance will continue to be a big expense in comparison to the expense incurred in our old buildings.

Equipment repairs & maintenance (3.62): This includes telephone repairs, fire extinguisher inspection and repairs, typewriter and terminal repairs, etc. We have eliminated some service contracts and pay full cost if repair is necessary.

Dues (3.91): We advise renewing ALA membership. This organization provides a great deal of national publicity which benefits us, publishes valuable books and journals, lobbies on our behalf. PLA (Public Library Association) is a part of ALA and has very good annual conferences which we could take advantage of.

Service contracts (3.95): The Rensselaer janitor's salary was previously in this category. Our present janitor is not paid on contract, but as an employee. We have again had requests from staff to increase our courier service to 5 days per week (2 extra days per week). This year our charges increased 3%. If we increase next year's estimated expenses by 3%, we would spend \$5315 for 3 days service and \$8858 for 5 days service.

Maintenance contracts (3.98): This includes contracts for maintenance of PC's, copiers, elevator, heating & air conditioning system and controls, fire alarm systems, automation system (over \$21,000 in 1995).

Improvements, other than buildings(4.3): This would be the place to add additional features to our automation--software, extra memory, extra ports. We have expanded our system considerably in 1994 and do not plan to do much more in 1995.

Equipment (4.4): FAX machines will be 5 years old. Wheatfield needs an IBM compatible computer for public and staff use and a laser printer for their newsletters and other printing for our system. We may need to replace some automated equipment for which we have no service contracts. At Rensselaer, staff use the public PC for many newsletters, etc., because the capabilities and the appearance of the finished products are much superior to products of the old Apple computer which we still use in the workroom. We need an IBM-compatible PC for the workroom.

Books 4.51: Since some expensive reference books are now being purchased on CD ROM (appropriation #4.53), we have transferred some funds from the book budget to the Nonprint materials budget. This year (1994) we are spending less than our budgeted amount on books as in many other appropriations, in an effort to increase our operating balance at the end of the year. A budget of \$113,000 is \$15,000 higher than the present year's expenditures for books.

Nonprint materials (4.53): We would like to expand our offerings on CD ROM. Some of these are expensive but would be used extensively. We would also like to expand our books-on-tape, due to popular demand.

Circulation Clerk for Rensselaer
35 hours per week
(\$8,418)

As we discussed at the Planning Retreat, we have one library (only) where staff surveys and my later meetings with each staff indicated a problem with the level of staffing. At Rensselaer, the staff is dissatisfied with the level of service they are able to give.

Kim has summarized the feelings of the staff as follows:

"As the library offers more resources (materials), people are demanding more from us. And our ultimate goal is to provide the information the public seeks....

"The Headquarters Staff has been complimented on our friendly and accommodating service time after time. However, we are not able to keep up with user demand at our present staffing level.

"Because the staff are running from the reference area to computers to circulation, they cannot stop and provide the friendly attention the patron deserves. Most of the staff feel that the one-on-one service of our small town library is being lost. No one has time to stop and give any special attention. Because people need our help, all our other jobs are taking a back seat.

"It is my job to keep staff morale high so they can provide the service the patrons request. I work on this every day of the week. This is my number one priority. It is difficult to stretch a staff so thin and then ask them to stay abreast of the new services we are providing. We feel that we have staff with expertise, but we need more clerks to provide friendly, efficient service at the circulation desk to free up assistants, specialists and librarians to do the jobs they have been trained to do."

I would like to point out that the Youth Services staff is doing innovative programming, including school/library cooperative efforts. This brings more people to the library, but it takes time to plan and to execute. Rensselaer has many more people bringing questions to the desk as at DeMotte. The library is a busy place.

The Board set goals for the library which include a large increase in circulation and faster, more efficient reference services. We cannot reach these goals without adequate staff. The addition of a 35 hour per week circulation desk clerk would benefit us greatly as we work toward these goals.

MEMORANDUM

Host/Hospitality Fund Authorization

Summary: I would like the Board to authorize us to establish a Host/Hospitality Fund to begin in 1995. This fund would be used to hold registration and meal fees received when we host a NILBA, NILART or NIALSA meeting. In the past, we have receipted such fees into the Gift Fund and have then paid expenses from the Gift Fund.

At this year's Bookkeeping Workshop, the State Board of Accounts requested that the Gift Fund not be used for this purpose and that a Hospitality Fund should be established instead. When we sponsored the Dan Cain workshop and accepted funds for it, the Board of Accounts would have preferred us to put it in a fund separate from the Gift Fund.

Any time a new fund is established, it must be with Board approval.

Vote: To establish a Host/Hospitality Fund in January 1995 to handle registration/meal fees for meetings sponsored by JCPL.

1994 Operating Budget

In an attempt to spend only 87% of our budget, our goal is to spend no more than \$65,410 per month. Figures below show what is actually spent each month and how close we are to meeting that goal.

		Total Spent	Planned	
	Spent	1994	Spending 1994	Over-Under Budget
January	\$54,039.39	\$54,039.39	\$65,410.00	(\$11,370.61)
February	\$60,971.21	\$115,010.60	\$130,820.00	(\$15,809.40)
March	\$67,216.53	\$182,227.13	\$196,230.00	(\$14,002.87)
April	\$71,938.54	\$254,165.67	\$261,640.00	(\$7,474.33)
May	\$57,599.20	\$311,764.87	\$327,050.00	(\$15,285.13)
June	\$57,269.28	\$369,034.15	\$392,460.00	(\$23,425.85)
July	\$58,326.85	\$427,361.00	\$457,870.00	(\$30,509.00)
August	\$69,728.58	\$497,089.58	\$523,280.00	(\$26,190.42)
September	\$65,875.50	\$562,965.08	\$588,690.00	(\$25,724.92)
October	\$73,209.00	\$636,174.08	\$654,100.00	(\$17,925.92)
November	\$67,094.36	\$703,268.44	\$719,510.00	(\$16,241.56)

CIRCULATION STATISTICS

	DEMOTTE					RENSSELAER					WHEATFIELD					SYSTEM
	Added		Withdrew		CIRC-	Added		Withdrew		CIRC-	Added		Withdrew		CIRC-	TOTAL:
	V	T	V	T	ULA-	V	T	V	T	ULA-	V	T	V	T	ULA-	CIRCULA-
	O	I	O	I	TION	O	I	O	I	TION	O	I	O	I	TION	TION
	L	T	L	T		L	T	L	T		L	T	L	T		
	U	L	U	L		U	L	U	L		U	L	U	L		
	M	E	M	E		M	E	M	E		M	E	M	E		
	E	S	E	S		E	S	E	S		E	S	E	S		
November 1994			S			S		S			S		S			
XX																
ADULT BOOKS																
Fiction	41	41			1759	70	70	31	28	1908	58	57			770	4437
Nonfiction	74	48			1576	122	100	135	111	1723	71	55	16		697	3996
CHILDREN'S BKS																
Fiction	68	68			2418	138	138	56	53	2627	40	40	1	1	874	5919
Nonfiction	13	13			761	35	35	34	31	836	22	22			341	1938
MAGAZINES, ADT																
MAGAZINES, CH					951					522					355	1828
					68					34					38	140
GRAPHIC MAT'L																
					0					10					0	10
MICROFORMS																
																0
SOUND RE/ADUL	2	2			275			15	14	511	5	5			268	1054
SOUND REC., CH					62			5	5	104					43	209
CD ROM SOFTWR																0
SOFTWARE																0
VERTICAL FILE					158	90	90			198					1	357
VHS	9	9			595	24	24			869	18	18	17	1	646	2110
EQUIPMENT					3					2					0	5
TOTAL	207	181	0	0	8626	479	457	276	242	9344	214	197	34	2	4033	22003
XX																

PERCENT INCREASE/DECREASE -1.2% -10.0% 41.2%

END OF MONTH: DEMOTTE RENSSELAER WHEATFIELD

Total Materials Owned 30313 45589 22901
 Total Titles Owned 30268 41044 20876
 Daily Avg Circulation 345 374 161

XX

MONTHLY SYSTEM STATISTICS 1993 1994 % change
 Circulation 21972 22003 2%

Jan. to date circulation 237052 241765 2%

JEMOTTE COLLECTION

RENSSELAER COLLECTION

WHEATFIELD COLLECTION

MONTH START		MONTH END		MONTH START		MONTH END		MONTH START		MONTH END		
V	T	V	T	V	T	V	T	V	T	V	T	
O	I	O	I	O	I	O	I	O	I	O	I	
L	T	L	T	L	T	L	T	L	T	L	T	
U	L	U	L	U	L	U	L	U	L	U	L	
M	E	M	E	M	E	M	E	M	E	M	E	
S	S	S	S	S	S	S	S	S	S	S	S	
XX												
		0	0									ADULT BOOKS
8502	8446	8543	8487	9492	9317	9531	9359	6657	6554	6715	6611	Fiction
9814	8311	9888	8359	15935	14305	15922	14294	5990	4579	6045	4634	Nonfiction
												CHILDREN'S BKS
6054	5945	6122	6013	8219	7816	8301	7901	4939	4836	4978	4875	Fiction
3827	3699	3840	3712	6633	6086	6634	6090	3198	3022	3220	3044	Nonfiction
355	1828	355	1828	1828	951	1828	951			0	0	MAGAZINES, ADLT
38	140	38	140	140	68	140	68			0	0	MAGAZINES, CH
2	2	2	2	388	176	388	176	3	3	3	3	GRAPHIC MAT'L
0	0	0	0	0	0	0	0			0	0	MICROFORMS
870	741	872	743	1916	1371	1901	1357	1247	1109	1252	1114	SOUND REC,ADULT
14	14	14	14	4	4	-1	-1	3	3	3	3	SOUND REC., CH
6	3	6	3	11	6	11	6	1	1	1	1	CD ROM SOFTWARE
4	2	4	2	102	38	102	38	113	58	113	58	SOFTWARE
1	357	1	357							0	0	VERTICAL FILE
619	594	628	603	803	778	827	802	570	516	571	533	VHS
0	5	0	5	5	3	5	3			0	0	EQUIPMENT
30106	30087	30313	30268	45476	40919	45589	41044	22721	20681	22901	20876	TOTAL
XX												

CIRCULATION BY ITEM FINE CODE
November 1994

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	78	52	39	91
100 (1)	64	134	13	147
200 (2)	51	94	26	120
300 (3)	300	392	97	489
400 (4)	4	3	2	5
500 (5)	47	46	32	78
600 (6)	484	393	260	653
700 (7)	177	182	64	246
800 (8)	71	50	44	94
900 (9)	170	187	57	244
B (10)	105	128	51	179
j000 (11)	8	25	2	27
j100 (12)	4	11	2	13
j200 (13)	14	21	5	26
j300 (14)	84	115	34	149
j400 (15)	3	12	0	12
j500 (16)	162	141	104	245
j600 (17)	83	82	36	118
j700 (18)	148	194	55	249
j800 (19)	35	24	13	37
j900 (20)	164	162	55	217
jB (21)	56	49	35	84
FIC (22)	962	1323	480	1803
yaFIC (23)	27	72	18	90
LARGE PRINT (24)	66	30	25	55
jFIC (25)	300	445	141	586
jE (26)	1348	1787	619	2406
jER (27)	557	185	90	275
Magazines (28)	951	522	355	877
Games/Toys (29)	0	10	0	10
Filmstrips (30)	0	0	0	0
Microforms (31)	0	0	0	0
Cassettes (32)	106	202	35	237
jCassettes (33)	52	97	36	133
Compact Discs (34)	166	298	227	525
jCompact Discs (35)	6	1	6	7
Sound Recordings (36)	3	11	6	17
jSound Recordings (37)	4	6	1	7
Software (38)	0	0	0	0
Vertical File (39)	158	198	1	199
Equipment (40)	3	2	0	2
yapFIC (41)	248	150	133	283
jpFIC (42)	213	210	24	234
Reference (43)	25	61	12	73
Genealogy (44)	0	1	0	1
jMagazines (45)	68	34	38	72
VHS (46)	595	869	646	1515
Free reads	456	321	114	891
Puzzles				0
Talking books		12		12
TOTAL	8626	9344	4033	13833

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
November 1994

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
REGISTRATIONS				
Borrowers--Beginning of month:	4826	5134	1987	11947
Added this month	150	205	53	408
Withdrew this month	78	102	6	186
Total registered	4898	5237	2034	12169
Non-resident, paying	35	41	0	76
PLAC card users	1	3	0	4
Reciprocal borrowers	122	61	5	188
XX				
INTRALIBRARY LOANS FILLED	160	169	105	434
LOCAL HISTORY				
In person		28		28
Letters		2		2
IN-HOUSE USE - HARDWARE/SOFTWARE				
Computer agreements	14	121	34	169
Software used	14	142	36	192
VCR Use	1	1		2
Microforms		74		74
Other	3	2	2	7
XX				
INTERLIBRARY LOANS				
Requests made for:	35	71	11	117
Items rec'd for:	24	58	11	93
Items outstanding:	11	13	0	24
Items from Indiana libraries	15	44	8	67
Items requested by other libraries				0
Items supplied to other libraries				0
Info requests answr'd for other libraries				0
Info sent to other libraries				0

CIRCULATION BY PATRON CODE
November 1994

PATRONS	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total
Adult Male (0)	971	12.2%	929	10.6%	481	12.3%	2381	11.5%
Adult Female (1)	4350	54.4%	4491	51.3%	2178	55.7%	11019	53.4%
Juvenile 0-11 (2)	1233	15.4%	1212	13.8%	635	16.3%	3080	14.9%
YA 12-17 (3)	608	7.6%	744	8.5%	362	9.3%	1714	8.3%
Nonresident No Fee (4)	108	1.4%	224	2.6%	22	0.6%	354	1.7%
Board/Staff (5)	282	3.5%	431	4.9%	211	5.4%	924	4.5%
School (6)	2	0.0%	148	1.7%	0	0.0%	150	0.7%
St. Joseph College (7)	0	0.0%	54	0.6%	0	0.0%	54	0.3%
State Library Card (8)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee (9)	160	2.0%	232	2.7%	0	0.0%	392	1.9%
Corporate (10)	0	0.0%	134	1.5%	0	0.0%	134	0.6%
Reciprocal (11)	277	3.5%	154	1.8%	18	0.5%	449	2.2%
Total	7991		8753		3907		20651	
Total items borrowed by nonresidents	547	6.8%	812	9.3%	40	1.0%	1399	6.8%

JASPER COUNTY PUBLIC LIBRARY PROGRAMS
November 1994

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Children's Programs (0-13)	27	10	10	47
Number attending	568	153	202	923
YA Programs (14-17)			1	1
Number attending			15	15
Adult Programs	3	6	1	10
Number attending	25	83	6	114
Senior Citizen Programs	1	1		2
Number attending	25	74		99
TOTAL NO. OF PROGRAMS	31	17	12	60
TOTAL PERSONS ATTENDING	618	310	223	1151

LUCAS, HOLCOMB & MEDREA

ATTORNEYS AT LAW

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ROBERT F. PETERS
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OF COUNSEL:
ROBERT A. LUCAS
ROBERT J. ADDISON

JANE M. HERSHEY
PARALEGAL

November 22, 1994

Ms. Lynn Daugherty, Director
Jasper County Public Library
Rensselaer, Indiana 47978

Dear Lynn:

I am sending to you a copy of the article entitled "Libraries Invest in Community Foundations" from the November, 1994 issue of "Gift Update". I am wondering if placing some of our funds in the Jasper County Community Foundation would be a way to increase our endowed reserves and yet not be subject to the State Tax Board restrictions that you cannot fund the Lily Grant in a year in which you appeal.

Will you please circulate a copy to all Board Members with the packet for next month's meeting.

Thank you.

Sincerely,



Mary Linda Casey

MLC/pld
Enclosure

Libraries Invest in Community Foundations

An initiative to allow public libraries to create endowments within community foundations has begun to bear fruit.

The Michigan City library has established a \$20,000 fund within the Unity Foundation of LaPorte County. Income from the endowment will help support the library's special projects. In Portland, \$15,000 has seeded a fund within The Portland Foundation for the Jay County Public Library.

That kind of collaboration would not have been possible two years ago, notes the man who was instrumental in getting investment restrictions for the state's public libraries eased.

Dale Orem, executive director of the Community Foundation of Southern Indiana, discovered in the process of negotiating the creation of a library endowment with the foundation that state law prohibited libraries from transferring control of their funds to third parties. That was in the fall of 1992 and the foundation stood to gain more than \$50,000 in library

endowment funds.

In response, Orem approached his local state representative and the state library board about changing the law. Rep. Bill Bailey agreed to sponsor the amending language.

"Bill jumped on it with both feet, and we were able to (get the law passed) within 45 days," recalls Orem. The amendment expanded libraries' options, giving them permission to invest gifts, donations, or bequests with community foundations.

The change in law was one of the factors that convinced the Michigan City library board to place an endowment with the Unity Foundation, notes Maggi Spartz, executive director.

The board tracked the amending legislation as it moved through the Indiana General Assembly. Once the bill passed, the trustees acted.

Creating the endowment allowed the board to take advantage of the greater investment options offered through community foundations, said Spartz.

Income from the endowment is distributed to the library twice a year.

There has been ripple benefits from attracting the library funds, Spartz said. Individual library board members have made or are in the process of making gifts to the community foundation for other purposes.

Spartz observes, "A lot of other people have become excited about giving through the community foundation because of the work done in cultivating the library board." ♦

GIFT Update is the newsletter of Community Foundation GIFT, a philanthropic program of the Lilly Endowment Inc. *Update* is published by the Indiana Donors Alliance as part of a grant from the Endowment to provide technical assistance to communities wishing to start or strengthen community foundations. For information about any of the IDA or GIFT publications, contact Susan Overs, coordinator of publications. For information about IDA, contact Jerry Musich, executive director. For information about GIFT, contact Bruce Maza, program director. They can be reached at:

Indiana Donors Alliance
22 E. Washington Street, #700
Indianapolis, IN 46204-3529
(317) 630-5200



Don't forget the IDA 1994 Fall Conference for Grantmakers: Creative Grantmaking being held November 29 at the Ramada Indianapolis Downtown. For more information or to register, call Erin Frew at (317) 630-5200.

GIFT·UPDATE

c/o Indiana Donors Alliance
Seventh Floor, Victoria Centre
22 E. Washington St.
Indianapolis, IN 46204-3529

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FINANCIAL REPORT BY FUND
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 30 Nov 94

FUND #	DESCRIPTION	BEGINNING BALANCE	RECEIPTS THIS MONTH	RECEIPTS YEAR-TO-DATE	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	BALANCE
100	OPERATING FUND	103378.07	177747.54	717694.78	67094.36	703268.47	214031.25
101	PUBLIC LIBRARY ACCESS CARD	.00	.00	80.00	.00	113.54	.00
	GIFT FUNDS						
110.01	DEMOTTE GIFT FUND	2332.04	5.00	602.15	.00	970.81	2337.04
110.02	RENSSELAER GIFT FUND	1705.94	.00	2598.42	.00	2457.18	1705.94
110.03	WHEATFIELD GIFT FUND	664.28	.00	208.45	.00	212.08	664.28
	BOND AND INTEREST						
120.02	WHEATFIELD BOND AND INTEREST	.00	.00	.00	.00	.00	.00
120.03	RENS & DEM BOND AND INTEREST	209246.68	.00	405227.86	.00	325982.50	209246.68
130	LIRF FUND	16853.73	.00	.00	.00	792.00	16853.73
	INVESTMENTS						
140.01	OPERATING FUND INVESTMENTS	.00	.00	.00	.00	.00	.00
140.02	LIRF INVESTMENTS	.00	.00	.00	.00	.00	.00
140.03	DEMOTTE BOND AND INTEREST	100000.00	.00	200000.00	.00	100000.00	100000.00
140.04	WHEATFIELD BOND AND INTEREST	.00	.00	.00	.00	.00	.00
	PETTY CASH						
150.01	DEMOTTE PETTY CASH	30.00	.00	.00	.00	.00	30.00
150.02	RENSSELAER PETTY CASH	60.00	.00	.00	.00	.00	60.00
150.03	WHEATFIELD PETTY CASH	30.00	.00	.00	.00	.00	30.00
160	RECIPROCAL BORROWING FUND	.00	.00	.00	.00	.00	.00
170	LEVY EXCESS FUND	.00	.00	.00	.00	.00	.00
180	CONSTRUCTION FUND	20484.84	.00	3835.06	171.50	56580.97	20313.34
190	CASH CHANGE FUND	80.00	.00	.00	.00	.00	80.00
	WITHHOLDING ACCOUNTS						
200.01	FIT TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.02	FICA TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.03	GIT TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.04	CO TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.05	IND.DEFERRED COMPENSATION	.00	.00	.00	.00	.00	.00
200.06	BONDS PURCHASED	.00	.00	.00	.00	.00	.00
200.07	HEALTH INSURANCE	823.88	.00	.00	490.56	21.61	333.32
200.08	P.E.R.F.	843.71	.00	.00	-866.89	787.24	1710.60
200.09	GARNISHMENTS	.00	.00	.00	.00	.00	.00
-TOTAL ALL FUNDS-		456533.17	177752.54	1330246.72	66889.53	1191186.40	567396.18

{-----BANK BALANCES-----}
DATE {30 Nov 94}

A1 {BANK ONE CHECKING	}	B1 {	356611.54}
A2 {CONSTRUCTION FUND SAVINGS ACCT}	}	B2 {	20313.34}
A3 {CERTIFICATE OF DEPOSIT #2005	}	B3 {	100000.00}
A4 {FIRST OF AMERICA	}	B4 {	29457.26}
A5 {DEMOTTE STATE BANK	}	B5 {	36002.82}
A6 {INDIANA FEDERAL	}	B6 {	11494.89}
A7 {NBD BANK	}	B7 {	10593.16}
A8 {FIRST FEDERAL SAVINGS BANK	}	B8 {	2923.17}
A9 {CERTIFICATE OF DEPOSIT #1999	}	B9 {	.00}
-----		-----	
TOTAL		B10{	567396.18}

APPROPRIATION REPORT

----- JASPER COUNTY PUBLIC LIBRARY -----

30 Nov 94

OPERATING FUND IT # DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	% SPENT
1.11 SALARY OF LIBRARIAN	37606.00	.00	37606.00	3133.86	34434.03	3171.97	92%
1.12 SALARY OF ASSISTANTS	374642.00	.00	374642.00	30090.39	328588.49	46053.51	88%
1.13 WAGES OF JANITORS	17056.00	.00	17056.00	1347.68	14379.05	2676.95	84%
1.21 EMPLOYER'S SHARE-FICA	32893.00	.00	32893.00	2644.76	28871.59	4021.41	88%
1.22 UNEMPLOYMENT COMPENSATION	1224.00	.00	1224.00	.00	951.18	272.82	78%
1.23 EMPLOYER'S CONTRIBUTION - PERF	22277.00	.00	22277.00	.00	21192.73	1084.27	95%
1.24 EMPLOYER'S CONTRIBUTION - INS.	12000.00	.00	12000.00	300.00	1550.00	10450.00	13%
1.31 OTHER PERSONAL SERVICES	1500.00	.00	1500.00	.00	474.38	1025.62	32%
2.11 OFFICIAL RECORDS	800.00	.00	800.00	.00	122.25	677.75	15%
2.12 STATIONERY AND PRINTING	500.00	.00	500.00	.00	156.00	344.00	31%
2.13 OTHER OFFICE SUPPLIES	4500.00	.00	4500.00	105.64	3245.96	1254.04	72%
2.21 CLEANING & SANITATION SUPPLIES	5500.00	.00	5500.00	286.21	2406.60	3093.40	44%
2.22 FUEL, OIL & LUBRICANTS	20.00	.00	20.00	1.09	6.89	13.11	34%
2.23 OTHER OPERATING SUPPLIES	1000.00	.00	1000.00	261.22	1584.12	-584.12	158%
2.31 BUILDING MATERIALS & SUPPLIES	600.00	.00	600.00	391.14	812.99	-212.99	135%
2.32 PAINT AND PAINTING SUPPLIES	200.00	.00	200.00	.00	5.97	194.03	3%
2.33 REPAIR PARTS	250.00	.00	250.00	.00	71.57	178.43	29%
2.41 LIBRARY SUPPLIES	4500.00	.00	4500.00	110.72	1572.60	2927.40	35%
2.42 AUTOMATION SUPPLIES	5000.00	.00	5000.00	.00	3471.87	1528.13	69%
3.11 CONSULTING SERVICES	.00	.00	.00	.00	.00	.00	0%
3.12 ENGINEERING & ARCH. SERVICES	500.00	.00	500.00	.00	.00	500.00	0%
3.13 LEGAL SERVICES	1500.00	.00	1500.00	.00	.00	1500.00	0%
3.14 OTHER PROFESSIONAL SERVICES	1000.00	.00	1000.00	100.00	100.00	900.00	10%
3.21 TELEPHONE	23500.00	.00	23500.00	1662.01	18250.30	5249.70	78%
3.22 POSTAGE	5000.00	.00	5000.00	346.19	4038.17	961.83	81%
3.23 TRAVELING EXPENSE	3500.00	.00	3500.00	888.00	3584.75	-84.75	102%
3.24 PROFESSIONAL MEETINGS	3500.00	.00	3500.00	84.20	4347.58	-847.58	124%
3.25 FREIGHT	50.00	.00	50.00	.00	.00	50.00	0%
3.31 ADVERTISING & PUBLIC NOTICES	800.00	.00	800.00	.00	328.51	471.49	41%
3.32 OTHER PRINTING	600.00	.00	600.00	300.77	449.24	150.76	75%
3.41 OFFICIAL BONDS	500.00	.00	500.00	.00	50.00	450.00	10%
3.42 OTHER INSURANCE	13400.00	.00	13400.00	.00	12826.20	573.80	96%
3.51 GAS	32000.00	.00	32000.00	1284.48	17819.02	14180.98	56%
3.52 ELECTRICITY	55000.00	.00	55000.00	3496.46	46044.00	8956.00	84%
3.53 WATER	1500.00	270.77	1770.77	65.95	916.73	854.04	52%
3.54 WASTE DISPOSAL SERVICES	2800.00	493.35	3293.35	144.37	2058.59	1234.76	63%
3.61 BUILDING & STRUCTURES	9000.00	.00	9000.00	474.00	12455.48	-3455.48	138%
3.62 EQUIPMENT	2500.00	.00	2500.00	323.17	1624.76	875.24	65%
3.71 REAL ESTATE	.00	.00	.00	.00	.00	.00	0%
3.72 EQUIPMENT	250.00	.00	250.00	9.95	213.69	36.31	85%
3.8 DEBT SERVICE	.00	.00	.00	.00	.00	.00	0%
3.91 DUES	2200.00	.00	2200.00	1009.78	1079.78	1120.22	49%
3.92 INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.00	.00	0%
3.93 TAXES & ASSESSMENTS	.00	.00	.00	.00	.00	.00	0%
3.94 TRANSFER TO LIRF	7000.00	.00	7000.00	.00	.00	7000.00	0%
3.95 SERVICE CONTRACTS	16670.00	.00	16670.00	496.05	7746.27	8923.73	46%
3.96 PETTY CASH	120.00	.00	120.00	.00	.00	120.00	0%
3.97 INTERVIEWING & MOVING EXP.	250.00	.00	250.00	.00	.00	250.00	0%
3.98 MAINTENANCE CONTRACTS	30000.00	.00	30000.00	557.75	5597.43	24402.57	19%
4.1 LAND	.00	.00	.00	.00	.00	.00	0%
4.2 BUILDINGS	.00	.00	.00	.00	.00	.00	0%
4.3 IMPROVEMENTS OTHER THAN BUILD.	.00	275.00	275.00	.00	72.31	202.69	26%
4.4 FURNITURE & EQUIPMENT	5000.00	3827.90	8827.90	.00	4442.51	4385.39	50%
4.51 BOOKS	115000.00	.00	115000.00	12792.11	76598.06	38401.94	67%
4.52 PERIODICALS & NEWSPAPERS	35000.00	.00	35000.00	2361.95	28356.19	6643.81	81%
4.53 NONPRINTED MATERIALS	12000.00	.00	12000.00	2024.46	10370.63	1629.37	86%
-TOTAL-	902208.00	4867.02	907075.02	67094.36	703268.47	203806.55	78%

APPROPRIATION REPORT
 ----- JASPER COUNTY PUBLIC LIBRARY -----

30 Nov 94

CONSTRUCTION FUND ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE
3.12	ENGINEERING & ARCH. SERVICES	7560.00	.00	7560.00	.00	.00	7560.00
3.61	BUILDING & STRUCTURES	.00	.00	.00	.00	250.00	-250.00
4.2	BUILDINGS	.00	736.33	736.33	.00	736.33	.00
4.3	IMPROVEMENTS OTHER THAN BUILD.	52021.00	-13273.75	38747.25	.00	6764.04	31983.21
4.4	FURNITURE & EQUIPMENT	13630.25	16220.48	29850.73	171.50	48830.60	-18979.87
	-TOTAL-	73211.25	3683.06	76894.31	171.50	56580.97	20313.34

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208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
COR. ENTR	01663	HIGHSMITH CO. INC.	-480.13	10 NOV 94	CORRECT VOUCHER #01661
VOID CHEC	01709	INDIANA HISTORICAL SOCIETY	-10.00	25 NOV 94	VOID CHECK #013353, VOUCHER
004120	01557	BACHMAN, CAROL	413.71	10 NOV 94	PAYROLL
004121	01555	MARLENE BEEDLE	275.44	10 NOV 94	PAYROLL
004122	01560	JULIE A. BEST	311.38	10 NOV 94	PAYROLL
004123	01545	GLENDA BROWN	481.88	10 NOV 94	PAYROLL
004124	01549	RENEE CARR	348.95	10 NOV 94	PAYROLL
004125	01548	LYNN DAUGHERTY	1034.69	10 NOV 94	PAYROLL
004126	01554	JULIE EISELE	311.11	10 NOV 94	PAYROLL
004127	01540	CHARLOTTE FAGEN	587.53	10 NOV 94	PAYROLL
004128	01552	PAMELA FERBER	613.61	10 NOV 94	PAYROLL
004129	01561	GALLINA, KATHLEEN M.	565.91	10 NOV 94	PAYROLL
004130	01553	KIMBERLY GARWOOD	810.47	10 NOV 94	PAYROLL
004131	01571	MOLLY A. GATLIN	89.26	10 NOV 94	PAYROLL
004132	01562	JENNIFER M. HENDRICKS	79.08	10 NOV 94	PAYROLL
004133	01551	ROSE E. HOWARD	508.68	10 NOV 94	PAYROLL
004134	01558	GAIL M. JUNG	536.45	10 NOV 94	PAYROLL
004135	01546	DIANA KOBY	141.06	10 NOV 94	PAYROLL
004136	01543	JOAN KOPANDA	382.27	10 NOV 94	PAYROLL
004137	01566	PAMELA D. KYLE	105.81	10 NOV 94	PAYROLL
004138	01563	SHARON K. LEWIS	56.25	10 NOV 94	PAYROLL
004139	01569	LOEHRER, KAREN L.	347.29	10 NOV 94	PAYROLL
004140	01539	MARY K. MARTIN	758.72	10 NOV 94	PAYROLL
004141	01556	CAROL MITCHELL	364.62	10 NOV 94	PAYROLL
004142	01541	SHARON SCHULENBERG	481.70	10 NOV 94	PAYROLL
004143	01547	EILEEN SPURGEON	55.41	10 NOV 94	PAYROLL
004144	01564	LYNN M. STALBAUM	77.39	10 NOV 94	PAYROLL
004145	01567	JACK STANDISH	389.97	10 NOV 94	PAYROLL
004146	01542	JILL TACHTIRIS	496.81	10 NOV 94	PAYROLL
004147	01570	NICOLE E. VIROK	46.54	10 NOV 94	PAYROLL
004148	01572	ELAINE WALING	76.45	10 NOV 94	PAYROLL
004149	01559	WEBSTER, RACHAEL D.	201.93	10 NOV 94	PAYROLL
004150	01550	WHITED, AMBER	229.50	10 NOV 94	PAYROLL
004151	01544	DIANE WIERS	465.18	10 NOV 94	PAYROLL
004152	01568	MARGARET M. WOODS	328.99	10 NOV 94	PAYROLL
004153	01565	LEANNE YORK	707.08	10 NOV 94	PAYROLL
004154	01686	BACHMAN, CAROL	413.71	25 NOV 94	PAYROLL
004155	01684	MARLENE BEEDLE	241.89	25 NOV 94	PAYROLL
004156	01689	JULIE A. BEST	148.14	25 NOV 94	PAYROLL
004157	01674	GLENDA BROWN	481.88	25 NOV 94	PAYROLL
004158	01678	RENEE CARR	339.89	25 NOV 94	PAYROLL
004159	01677	LYNN DAUGHERTY	1034.69	25 NOV 94	PAYROLL
004160	01683	JULIE EISELE	311.11	25 NOV 94	PAYROLL
004161	01668	CHARLOTTE FAGEN	587.53	25 NOV 94	PAYROLL
004162	01681	PAMELA FERBER	613.61	25 NOV 94	PAYROLL
004163	01690	GALLINA, KATHLEEN M.	565.91	25 NOV 94	PAYROLL
004164	01682	KIMBERLY GARWOOD	810.47	25 NOV 94	PAYROLL
004165	01700	MOLLY A. GATLIN	89.26	25 NOV 94	PAYROLL

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 208 W. SUSAN STREET
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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
004166	01691	JENNIFER M. HENDRICKS	67.48	25 NOV 94	PAYROLL
004167	01680	ROSE E. HOWARD	527.95	25 NOV 94	PAYROLL
004168	01687	GAIL M. JUNG	536.45	25 NOV 94	PAYROLL
004169	01675	DIANA KOBY	109.00	25 NOV 94	PAYROLL
004170	01671	JOAN KOPANDA	382.27	25 NOV 94	PAYROLL
004171	01695	PAMELA D. KYLE	71.85	25 NOV 94	PAYROLL
004172	01692	SHARON K. LEWIS	101.73	25 NOV 94	PAYROLL
004173	01698	LOEHRER, KAREN L.	315.82	25 NOV 94	PAYROLL
004174	01667	MARY K. MARTIN	758.72	25 NOV 94	PAYROLL
004175	01685	CAROL MITCHELL	364.62	25 NOV 94	PAYROLL
004176	01673	BONNIE POWELL	362.69	25 NOV 94	PAYROLL
004177	01669	SHARON SCHULENBERG	481.70	25 NOV 94	PAYROLL
004178	01676	EILEEN SPURGEON	52.64	25 NOV 94	PAYROLL
004179	01693	LYNN M. STALBAUM	88.68	25 NOV 94	PAYROLL
004180	01696	JACK STANDISH	389.97	25 NOV 94	PAYROLL
004181	01670	JILL TACHTIRIS	496.81	25 NOV 94	PAYROLL
004182	01699	NICOLE E. VIROK	15.70	25 NOV 94	PAYROLL
004183	01701	ELAINE WALING	83.92	25 NOV 94	PAYROLL
004184	01688	WEBSTER, RACHAEL D.	196.62	25 NOV 94	PAYROLL
004185	01679	WHITED, AMBER	221.12	25 NOV 94	PAYROLL
004186	01672	DIANE WIERS	465.18	25 NOV 94	PAYROLL
004187	01697	MARGARET M. WOODS	328.99	25 NOV 94	PAYROLL
004188	01694	LEANNE YORK	707.08	25 NOV 94	PAYROLL
013307	01573	BANK ONE	4392.79	10 NOV 94	FICA & FED TAXES WITHHELD 10
013308	01574	INDIANA DEFERRED COMPENSATIO	135.00	10 NOV 94	WITHHELD FROM 10 NOV 94 PAYR
013309	01575	TOWN OF DEMOTTE, c/o DEMOTTE	18.72	10 NOV 94	SEWAGE BILL-DEMOTTE LIB.-SEP
013312	01576	4-COUNTY SUPPLY	14.39	14 NOV 94	ELBOW FOR SEWER TILE-RENS.BL
013313	01577	ACORDIA PERSONAL BENEFITS, I	612.54	14 NOV 94	QTLY. INSURANCE PREMIUMS-WIE
013314	01578	AFFORDABLE COMMUNICATIONS	90.00	14 NOV 94	TELEPHONE REPAIRS-RENS.
013315	01579	AMBER WHITED	8.74	14 NOV 94	MILEAGE & LUNCH-INCOLSA WORK
013316	01580	ANNE-MARIE EGAN	37.50	14 NOV 94	MILEAGE
013317	01581	ASSOCIATED LIBRARIES, INC.	43.02	14 NOV 94	BOOKS
013318	01583	AUDIO EDITIONS	13.56	14 NOV 94	BOOKS ON TAPE
013319	01584	AUDIOFILE	36.00	14 NOV 94	TECH. SERV.SUBSCRIPTION-TO 1
013320	01585	AVC CORPORATION	188.00	14 NOV 94	NOV & DEC COMPUTER SERV. AGR
013321	01586	BAKER & TAYLOR	786.77	14 NOV 94	CONTINUATIONS-BOOKS
013322	01587	BAKER & TAYLOR	8670.90	14 NOV 94	BOOKS & A.V. TAPES
013323	01588	BARBARA LEESTMA	32.00	14 NOV 94	MILEAGE
013324	01589	BARGAINS GALORE	7.14	14 NOV 94	CHILDREN'S HALLOWEEN PROGRAM
013325	01590	BEN FRANKLIN	13.42	14 NOV 94	CHILDREN'S HALLOWEEN PROGRAM
013326	01591	BETTY A. HUFF (PAS-TIME 800	504.35	14 NOV 94	BOOKS
013327	01592	BIERMA HARDWARE, INC.	20.32	14 NOV 94	JANITOR SUPPLIES
013328	01593	BRACKENMYRE PUBLISHING	39.00	14 NOV 94	BOOKS
013329	01594	BOILER & PRESSURE VESSEL DIV	24.00	14 NOV 94	ANNUAL BOILER INSPECTION
013330	01595	BROWN'S GARDEN SHOPPE	475.00	14 NOV 94	LANDSCAPING MATERIALS & APPL
013331	01596	CAMPBELL PRINTING COMPANY	300.77	14 NOV 94	MEMORIAL TREE BROCHURES
013332	01597	CAROL MITCHELL	11.00	14 NOV 94	MILEAGE
013333	01599	CONSULTANT PUBLICATIONS	28.50	14 NOV 94	BOOK

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
013334	01600	CROWN COMPUTER	110.00	14 NOV 94	INSTALL NEW INFOTRACK SOFTWA
013335	01601	CUSTOM LAWN CARE	90.00	14 NOV 94	SEPT.MOWING-RENS.
013336	01602	DIANA KOOY	11.00	14 NOV 94	MILEAGE
013337	01603	DEMCO	170.50	14 NOV 94	BOOK POCKETS, HANG-UP BAGS
013338	01604	EBSCO SUBSCRIPTION SERVICES	32.95	14 NOV 94	MAGAZINE SUBSC.-DEM. & WH.
013339	01605	EDUCATION RECORD CENTER	575.45	14 NOV 94	CD'S, VIDEOS, BK & CASS, CAS
013340	01607	EDUCATIONAL RESOURCES	122.55	14 NOV 94	FOCUS ON FAMILY VIDEO SERIES
013341	01608	FACTS ON FILE, INC.	1230.32	14 NOV 94	BOOKS, WORLD NEWS DIGEST SUB
013342	01609	FASE'S	56.75	14 NOV 94	REDOUT - DEM.
013343	01610	FAS-TRACK COMPUTER PRODUCTS	81.95	14 NOV 94	COMPUTER PROGRAM
013344	01611	GAIL JUNG	165.24	14 NOV 94	MILEAGE & PROF. MEETINGS
013345	01612	GAIL JUNG	29.64	14 NOV 94	DEMOTTE PETTY CASH
013346	01613	GAIL JUNG	16.42	14 NOV 94	WHEATFIELD PETTY CASH
013347	01614	GLENDA BROWN	11.00	14 NOV 94	MILEAGE
013348	01615	GODWINS BOOKE & DICKENSON	580.00	14 NOV 94	SEMI-ANNUAL INS. PREMIUM-MAR
013349	01616	GOODWIN FIRE EQUIPMENT	187.00	14 NOV 94	FIRE EXTINGUISHER PROGRAM
013350	01617	H. W. WILSON COMPANY	250.00	14 NOV 94	READERS GUIDE-D;VERTICAL FIL
013351	01618	HERITAGE OFFICE PRODUCTS, IN	13.82	14 NOV 94	NOTEBOOK & TYPEWRITER RIBBON
013352	01619	HOOK'S DRUGS #162	24.00	14 NOV 94	SUNDAY PAPERS-SEP & OCT-DEMO
013353	01620	INDIANA HISTORICAL SOCIETY	10.00	14 NOV 94	GRANT WORKSHOP-BROWN, 11/21/
013354	01621	INDIANA LIBRARY FEDERATION	1009.78	14 NOV 94	ILF INSTITUTION & TRUSTEE ME
013355	01622	HP PRODUCTS CORP.	87.25	14 NOV 94	CLEANING SUPPLIES & TRASH BA
013356	01623	INDIANA STATE LIBRARY	18.00	14 NOV 94	VIDEOS
013357	01624	INDIANAPOLIS NEWSPAPERS, INC	109.00	14 NOV 94	ONE YR. SUBSC.-DEM. THRU 12/
013358	01625	INFORMATION ACCESS COMPANY	750.00	14 NOV 94	MAGAZINE INDEX BACK-FILES
013359	01626	INGRAM	944.47	14 NOV 94	VIDEOS
013360	01627	JULIE EISELE	89.00	14 NOV 94	MILEAGE
013361	01628	KAREN LOEHRER	56.00	14 NOV 94	MILEAGE & PARKING
013362	01629	KATHLEEN GALLINA	25.75	14 NOV 94	MILEAGE
013363	01630	KIMBERLY GARWOOD	83.68	14 NOV 94	MILEAGE, FILM, BATTERIES, BO
013364	01631	KOLORTECH, INC.	256.24	14 NOV 94	FLOURESCENT LIGHTS
013365	01632	LDDS COMMUNICATIONS	815.96	14 NOV 94	DATA LINES & LONG DISTANCE C
013366	01633	LOWELL PUBLIC LIBRARY GIFT F	48.00	14 NOV 94	NILBA MEETING-3 ATTENDEES, 1
013367	01634	LYNN DAUGHERTY	246.92	14 NOV 94	BOOK, MILEAGE, PROF. MEETING
013368	01635	MARGE HOHNER	13.00	14 NOV 94	MILEAGE
013369	01636	MARGARET M. WOODS	24.50	14 NOV 94	MILEAGE
013370	01637	MARLENE BEEDLE	63.74	14 NOV 94	MICROSOFT COMPUTER PROGRAM
013371	01638	MARY K. MARTIN	154.75	14 NOV 94	MILEAGE
013372	01639	MARY LINDA CASEY	30.50	14 NOV 94	MILEAGE
013373	01640	MUSIC WHOLESALERS	65.50	14 NOV 94	CD'S
013374	01641	NATIONAL SAFETY COUNCIL	28.30	14 NOV 94	BOOK
013375	01642	NORTHWESTERN INDIANA TELEPHO	120.28	14 NOV 94	TELEPHONE SERVICE-NOV.-DEMOT
013376	01643	PERMA-BOUND	495.78	14 NOV 94	BOOKS
013377	01644	PHILIP HOWARD	25.00	14 NOV 94	LAWN CARE-WHEATFIELD
013378	01645	POSTMASTER GENERAL	318.80	14 NOV 94	20 POSTCARDS,STAMPS: 29's-90
013379	01646	QUILL	85.99	14 NOV 94	LABELS, DISKS, FAX NOTES, RI
013380	01647	REED REFERENCE PUBLISHING	320.20	14 NOV 94	SUBJECT GUIDE TO BIP '94-95
013381	01648	SEAVEY CORPORATION	36.17	14 NOV 94	REPLACEMENT TRASH LINER

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
013382	01649	SIMPLEX TIME RECORDER CO.	369.75	14 NOV 94	ANNUAL SERVICE CONTRACT-WHEA
013383	01650	SCHNAIBLE SERVICE & SUPPLY C	131.40	14 NOV 94	TRASH BAGS, PAPER TOWELS, CL
013384	01651	SECURITY COURIERS CORP.	496.05	14 NOV 94	COURIER SERVICE TO 11/4/94
013385	01652	SPRINT PUBLISHING & ADVERTIS	124.92	14 NOV 94	PHONE BOOKS
013386	01653	STANDARD & POOR'S CORP.	635.00	14 NOV 94	INVESTOR'S PKG. LIBRARIES-DE
013387	01654	TEETERS CULLIGAN	34.70	14 NOV 94	WATER & COOLER RENTAL-WHEATF
013388	01655	TIME-LIFE EDUCATION	29.40	14 NOV 94	BOOKS
013389	01656	TYSEN'S COUNTRY GROCERY, INC	81.58	14 NOV 94	HALLOWEEN PROGRAM SUPPLY, CL
013390	01657	UNITED TELEPHONE COMPANY	601.56	14 NOV 94	TELEPHONE-OCT-RENS.
013391	01658	WAL-MART STORES, INC.	89.43	14 NOV 94	R.HALLOWEEN PROG.;VIDEO,GLUE
013392	01659	WALSTRA FINE CUT	180.00	14 NOV 94	LAWN CARE-DEM.
013393	01660	WORLD BOOK, INC.	559.00	14 NOV 94	ENCYCLOPEDIAS
nstr.Fund 013394	01661	HIGHSMITH CO. INC.	480.13	14 NOV 94	SIGNAGE-RENS. DEM BLDG. PROJ (only \$171.50)
013394	01664	HIGHSMITH CO. INC.	480.13	10 NOV 94	SIGNAGE-RENS.-DEM. BLDG. PRO
013395	01702	BANK ONE	4388.87	25 NOV 94	FICA & FED TAXES WITHHELD 25
013396	01703	INDIANA DEFERRED COMPENSATIO	135.00	25 NOV 94	WITHHELD FROM 25 NOV 94 PAYR
013397	01704	INDIANA DEPARTMENT OF REVENU	1449.96	25 NOV 94	STATE & COUNTY TAX WITHHELD
013398	01705	CITY OF RENSSELAER	2396.49	25 NOV 94	RENSSELAER OCTOBER UTILITIES
013399	01706	NIPSCO	2510.25	25 NOV 94	WHEATFIELD & DEMOTTE -OCT UT
013400	01707	TOWN OF WHEATFIELD SEWER WOR	41.05	25 NOV 94	DECEMBER SERVICE-WHEATFIELD
013401	01708	UNITED TELEPHONE COMPANY	124.21	25 NOV 94	WHEATFIELD-NOVEMBER TELEPHON

--TOTAL AMOUNT OF CLAIMS-- 66889.53

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 4 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 66889.53. Dated 20 DEC 94.

_____	_____
_____	_____
_____	_____
_____	_____

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

Nov. 30, 1994

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES.....			\$1,727.77	\$17,041.46
DeMotte	\$565.71	\$5,933.09		
Rensselaer	\$769.29	\$7,483.48		
Wheatfield	\$392.77	\$3,624.89		
PHOTOCOPIES.....			\$510.64	\$5,683.03
DeMotte	\$197.00	\$2,152.17		
Rensselaer	\$234.16	\$2,628.69		
Wheatfield	\$79.48	\$902.17		
CARDS.....			\$33.00	\$707.50
DeMotte	\$14.00	\$310.00		
Rensselaer	\$17.50	\$358.00		
Wheatfield	\$1.50	\$39.50		
PLAC FUND.....			\$0.00	\$80.00
GIFT FUNDS.....			\$5.00	\$3,409.02
DeMotte	\$5.00	\$602.15		
Rensselaer	\$0.00	\$2,598.42		
Wheatfield	\$0.00	\$208.45		
INTEREST.....			\$345.17	\$10,763.15
RECIPROCAL BORROWING.....			\$0.00	\$0.00
TAXES.....			\$172,024.00	\$988,555.99
Local Option/Certified Shares	\$158,051.50	\$316,103.00		
Local Option/Property Tax Repl.	\$13,972.50	\$27,945.00		
Property Tax	\$0.00	\$603,853.62		
Financial Institution Tax	\$0.00	\$1,520.50		
License Excise Tax	\$0.00	\$36,328.49		
State Distribution	\$0.00	\$2,805.38		
REFUNDS.....			\$3,106.96	\$4,006.57
Baker & Taylor-Postage	\$0.00	\$127.34		
D. Menken-Video Repair	\$0.00	\$4.50		
City of Mesa,Az-ILL Postage	\$0.00	\$1.61		
Demco-Returned old product	\$0.00	\$251.16		
McGraw-Hill (overpayment-199:	\$0.00	\$20.00		
Sales of Copier & Typewriter	\$0.00	\$475.00		
Nialsa Cancelled Mtg. Refund	\$0.00	\$20.00		
City of Rensselaer-Utility Refun	\$3,106.96	\$3,106.96		
TOTAL RECEIPTS			\$177,752.54	\$1,030,246.72

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
004189	01729	BACHMAN, CAROL	413.71	10 DEC 94	PAYROLL
004190	01744	Judy T. Bakker	31.40	10 DEC 94	PAYROLL
004191	01727	MARLENE BEEDLE	262.87	10 DEC 94	PAYROLL
004192	01732	JULIE A. BEST	169.90	10 DEC 94	PAYROLL
004193	01717	GLENDA BROWN	481.88	10 DEC 94	PAYROLL
004194	01721	RENEE CARR	321.76	10 DEC 94	PAYROLL
004195	01720	LYNN DAUGHERTY	1034.69	10 DEC 94	PAYROLL
004196	01726	JULIE EISELE	311.11	10 DEC 94	PAYROLL
004197	01711	CHARLOTTE FAGEN	587.53	10 DEC 94	PAYROLL
004198	01724	PAMELA FERBER	613.61	10 DEC 94	PAYROLL
004199	01733	GALLINA, KATHLEEN M.	565.91	10 DEC 94	PAYROLL
004200	01725	KIMBERLY GARWOOD	810.47	10 DEC 94	PAYROLL
004201	01742	MOLLY A. GATLIN	82.22	10 DEC 94	PAYROLL
004202	01723	ROSE E. HOWARD	492.16	10 DEC 94	PAYROLL
004203	01730	GAIL M. JUNG	536.45	10 DEC 94	PAYROLL
004204	01745	ANGELA M. KARCH	15.70	10 DEC 94	PAYROLL
004205	01718	DIANA KOBY	166.70	10 DEC 94	PAYROLL
004206	01714	JOAN KOPANDA	341.47	10 DEC 94	PAYROLL
004207	01737	PAMELA D. KYLE	64.29	10 DEC 94	PAYROLL
004208	01734	SHARON K. LEWIS	74.45	10 DEC 94	PAYROLL
004209	01740	LOEHRER, KAREN L.	315.82	10 DEC 94	PAYROLL
004210	01710	MARY K. MARTIN	758.72	10 DEC 94	PAYROLL
004211	01728	CAROL MITCHELL	364.62	10 DEC 94	PAYROLL
004212	01716	BONNIE POWELL	362.69	10 DEC 94	PAYROLL
004213	01712	SHARON SCHULENBERG	481.70	10 DEC 94	PAYROLL
004214	01719	EILEEN SPURGEON	55.41	10 DEC 94	PAYROLL
004215	01735	LYNN M. STALBAUM	77.39	10 DEC 94	PAYROLL
004216	01738	JACK STANDISH	389.97	10 DEC 94	PAYROLL
004217	01713	JILL TACHTIRIS	496.81	10 DEC 94	PAYROLL
004218	01741	NICOLE E. VIROK	42.81	10 DEC 94	PAYROLL
004219	01743	ELAINE WALING	65.23	10 DEC 94	PAYROLL
004220	01731	WEBSTER, RACHAEL D.	173.67	10 DEC 94	PAYROLL
004221	01722	WHITED, AMBER	221.12	10 DEC 94	PAYROLL
004222	01715	DIANE WIERS	465.18	10 DEC 94	PAYROLL
004223	01739	MARGARET M. WOODS	290.52	10 DEC 94	PAYROLL
004224	01736	LEANNE YORK	736.20	10 DEC 94	PAYROLL
013402	01746	BANK ONE	4345.77	09 DEC 94	FICA & FED TAX WITHHELD 09 D
013403	01747	INDIANA DEFERRED COMPENSATIO	135.00	09 DEC 94	WITHHELD FROM 09 DEC 94 PAYR
013404	01748	NORTHWESTERN INDIANA TELEPHO	119.66	09 DEC 94	DEMOTTE-TELEPHONE-NOVEMBER
013405	01749	TOWN OF DEMOTTE, c/o DEMOTTE	18.72	09 DEC 94	DEMOTTE SEWER SERVICE-OCTOBE
013406	01750	A.E. BOYCE CO., INC.	375.23	20 DEC 94	PAYROLL CHECKS
013407	01751	ACE HARDWARE	38.64	20 DEC 94	PADLOCK, LIGHT BULBS, CLEANI
013408	01752	AMERICAN LIBRARY ASSOCIATION	65.00	20 DEC 94	ANNUAL BOOKLIST SUBSCRIPTION
013409	01753	AMERICAN LIBRARY ASSN	61.08	20 DEC 94	BOOK; BOOKMARKS & POSTERS
013410	01754	ASSOCIATED LIBRARIES, INC.	478.18	20 DEC 94	BOOKS
013411	01755	AVC CORPORATION	94.00	20 DEC 94	SERVICE AGREEMENT-JAN.'95
013412	01756	BAKER & TAYLOR	2144.72	20 DEC 94	CONTINUATIONS-BOOKS
013413	01757	BAKER & TAYLOR	8129.36	20 DEC 94	BOOKS

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 208 W. SUSAN STREET
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013414	01758	BANK ONE, INDIANAPOLIS, NA	305432.50	20 DEC 94	BOND PAYMENT DUE JAN.1, 1995
013415	01759	BEN FRANKLIN	13.14	20 DEC 94	PROGRAM SUPPLIES-CANDY,FELT,
013416	01760	BETTY A. HUFF (PAS-TIME BOO	302.39	20 DEC 94	BOOKS
013417	01761	CAHNERS PUBLISHING COMPANY	178.25	20 DEC 94	ADVERTISEMENT-TECH.SERVICES
013418	01762	CAROL MITCHELL	11.00	20 DEC 94	MILEAGE
013419	01763	CENTRAL STATES SALES CORPORA	39.86	20 DEC 94	CAROUSEL PROJECTOR BULBS
013420	01764	CHERYL WARRAN	201.50	20 DEC 94	SUBSTITUTE JANITOR-DEM. & WH
013421	01765	CONGRESSIONAL QUARTERLY INC.	558.00	20 DEC 94	CONGRESS.OTLY.SUBSCR.-3/95-3
013422	01766	CONSOLIDATED INSURANCE AGENC	200.00	20 DEC 94	ASST.TREASURER & TREASURER B
013423	01767	CROWN COMPUTER	550.00	20 DEC 94	PULL CABLE,COMPUTER REPAIRS-
013424	01768	CUSTOM LAWN CARE	250.00	20 DEC 94	RENSSELAER LAWN CARE-OCTOBER
013425	01769	DEMCO	562.21	20 DEC 94	TAPE,BK.POCKETS,LABELS,VIDEO
013426	01770	DIVISION OF ELEVATOR SAFETY	52.00	20 DEC 94	SEMI-ANNUAL ELEVATOR INSPECT
013427	01771	DUMAS & MORIARTY	202.50	20 DEC 94	LEGAL SERVICES-9/12/94 TO 10
013428	01772	FACTS ON FILE, INC.	38.72	20 DEC 94	BOOKS
013429	01773	FILIP INC.	170.25	20 DEC 94	JANITORIAL SUPPLIES
013430	01774	FONTANYI FENCE & DECK, INC.	674.00	20 DEC 94	AIR CONDITIONER FENCING-DEMO
013431	01775	FRANKLIN WATTS	82.56	20 DEC 94	BOOKS
013432	01776	GAIL JUNG	54.74	20 DEC 94	RENS.PETTY CASH-POSTAGE,HARD
013433	01778	GAIL JUNG	106.02	20 DEC 94	MILEAGE, BOOK LEASE POSTAGE
013434	01779	GAYLORD BROS.	19656.00	20 DEC 94	ANNUAL SOFTWARE/HARDWARE CON
013435	01781	HERITAGE OFFICE PRODUCTS, IN	9.07	20 DEC 94	ROLODEX & CHECK STORAGE BOXE
013436	01782	HIGHBRIDGE COMPANY	114.40	20 DEC 94	DVS AUDIO TAPES
013437	01783	HIGHSMITH CO. INC.	111.64	20 DEC 94	VIDEOCASSETTE CASES
013438	01784	INDIANA UNIVERSITY PRESS	123.35	20 DEC 94	INDIANA FACTBOOKS
013439	01785	HP PRODUCTS CORP.	88.85	20 DEC 94	VAC.BRUSH STRIPS,TOWELS,TRAS
013440	01786	INDIANAPOLIS NEWSPAPERS, INC	78.00	20 DEC 94	INDIANAPOLIS STAR SUBS.12/94
013441	01787	INFORMATION ACCESS COMPANY	3000.00	20 DEC 94	CD-ROM HEALTH INDEX-DEMOTTE
013442	01788	INFORMATION PLUS	343.46	20 DEC 94	UPDATES-BOOKS
013443	01789	INGRAM	296.34	20 DEC 94	VIDEOS
013444	01790	K.V.ELECTRIC	164.00	20 DEC 94	INSTALL FLAG CORD, REPLACE L
013445	01791	KANKAKEE VALLEY POST NEWS	10.30	20 DEC 94	ADVERTISEMENT-PAGES-DEMOTTE
013446	01792	KIMBO EDUCATIONAL INC.	94.55	20 DEC 94	PARACHUTE & PARACHUTE PACKET
013447	01793	KOLORTECH, INC.	522.08	20 DEC 94	FLOURESCENT LIGHTS
013448	01794	LDOS COMMUNICATIONS	769.04	20 DEC 94	DATA LINES & LONG DISTANCE C
013449	01795	LIBRARY MOVERS OF AMERICA	202.69	20 DEC 94	WHEATFIELD REMODELING-LESS R
013450	01796	LIBRARY OF CONGRESS	250.00	20 DEC 94	SUBJECT HEADINGS,SUBDIVISION
013451	01797	LYNN DAUGHERTY	61.25	20 DEC 94	MILEAGE; INCOLSA MEETING
013452	01798	MARY K. MARTIN	70.50	20 DEC 94	MILEAGE
013453	01799	PAM FERBER	35.83	20 DEC 94	BOOK LEASE POSTAGE & MILEAGE
013454	01800	POSTMASTER GENERAL	8.00	20 DEC 94	200-3 CENT STAMPS; 200-1 CEN
013455	01801	QUILL	254.17	20 DEC 94	BINDERS,TAPE,RIBBONS,COPY PA
013456	01802	RENSSELAER REPUBLICAN	163.60	20 DEC 94	SUBSCRIPTION-WH.& RENS-1/10/
013457	01803	REVCO D.S., INC.	9.00	20 DEC 94	DEMOTTE SUNDAY NEWSPAPERS-NO
013458	01804	ROBERT SOUZA	19.12	20 DEC 94	PLAIN ENVELOPES & STATIONERY
013459	01805	SCHNAIBLE SERVICE & SUPPLY C	10.02	20 DEC 94	CLEANING SUPPLIES
013460	01806	SECURITY COURIERS CORP.	496.05	20 DEC 94	TRANSPORT SERVICE-11/4 TO 1
013461	01807	STANDARD & POOR'S CORP.	136.00	20 DEC 94	STOCK MKT.ENCY-WH. 1/95 TO 1

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
013462	01808	SYMANTEC CORPORATION	97.95	20 DEC 94	DISKLOCK FOR DEMOTTE COMPUTE
013463	01809	TEETERS CULLIGAN	9.95	20 DEC 94	DECEMBER COOLER RENTAL-WH.
013464	01810	TIME-LIFE EDUCATION	14.70	20 DEC 94	BOOKS
013465	01811	TOWN & COUNTRY PAVING	250.00	20 DEC 94	REPAIR HOLE IN BLACKTOP-WHEA
013466	01812	TYSEN'S COUNTRY GROCERY, INC	7.17	20 DEC 94	CHILDREN PROGRAM SUPPLIES-DE
013467	01813	UNITED SUPPLY CO. INC.	44.66	20 DEC 94	FELT, CONSTR. PAPER, CRAFT SU
013468	01814	UNITED TELEPHONE COMPANY	603.53	20 DEC 94	TELEPHONE-RENSSELAER-DEC 199
013469	01815	WAL-MART STORES, INC.	17.07	20 DEC 94	CHRISTMAS DECORATIONS-RENS.
013470	01816	ASI SIGN SYSTEMS	153.70	20 DEC 94	SIGNAGE-WH.; SIGNAGE-DEM. & R
013471	01817	DEMCO	195.54	20 DEC 94	SAFETY MIRRORS-RENS. BLDG. P
013472	01818	GAYLORD BROS.	4000.00	20 DEC 94	GALAXY COMMUNITY MODULE-AUTO

--TOTAL AMOUNT OF CLAIMS-- 370852.72

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 370852.72. Dated 20 DEC 94.

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20 Dec 94

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
TRANSFER	01819	JASPER COUNTY PUBLIC LIBRARY	100000.00	13 DEC 94	CD MATURED-#001-046-6212005
003786	01856	PAMELA D. KYLE	-74.76	23 DEC 94	VOID LOST PAYROLL CHECK OF 6
004189	01729	BACHMAN, CAROL	413.71	10 DEC 94	PAYROLL
004190	01744	Judy T. Bakker	31.40	10 DEC 94	PAYROLL
004191	01727	MARLENE BEEDLE	262.87	10 DEC 94	PAYROLL
004192	01732	JULIE A. BEST	169.90	10 DEC 94	PAYROLL
004193	01717	GLENDA BROWN	481.88	10 DEC 94	PAYROLL
004194	01721	RENEE CARR	321.76	10 DEC 94	PAYROLL
004195	01720	LYNN DAUGHERTY	1034.69	10 DEC 94	PAYROLL
004196	01726	JULIE EISELE	311.11	10 DEC 94	PAYROLL
004197	01711	CHARLOTTE FAGEN	587.53	10 DEC 94	PAYROLL
004198	01724	PAMELA FERBER	613.61	10 DEC 94	PAYROLL
004199	01733	GALLINA, KATHLEEN M.	565.91	10 DEC 94	PAYROLL
004200	01725	KIMBERLY GARWOOD	810.47	10 DEC 94	PAYROLL
004201	01742	MOLLY A. GATLIN	82.22	10 DEC 94	PAYROLL
004202	01723	ROSE E. HOWARD	492.16	10 DEC 94	PAYROLL
004203	01730	GAIL M. JUNG	536.45	10 DEC 94	PAYROLL
004204	01745	ANGELA M. KARCH	15.70	10 DEC 94	PAYROLL
004205	01718	DIANA KOBY	166.70	10 DEC 94	PAYROLL
004206	01714	JOAN KOPANDA	341.47	10 DEC 94	PAYROLL
004207	01737	PAMELA D. KYLE	64.29	10 DEC 94	PAYROLL
004208	01734	SHARON K. LEWIS	74.45	10 DEC 94	PAYROLL
004209	01740	LOEHRER, KAREN L.	315.82	10 DEC 94	PAYROLL
004210	01710	MARY K. MARTIN	758.72	10 DEC 94	PAYROLL
004211	01728	CAROL MITCHELL	364.62	10 DEC 94	PAYROLL
004212	01716	BONNIE POWELL	362.69	10 DEC 94	PAYROLL
004213	01712	SHARON SCHULENBERG	481.70	10 DEC 94	PAYROLL
004214	01719	EILEEN SPURGEON	55.41	10 DEC 94	PAYROLL
004215	01735	LYNN M. STALBAUM	77.39	10 DEC 94	PAYROLL
004216	01738	JACK STANDISH	389.97	10 DEC 94	PAYROLL
004217	01713	JILL TACHIRIS	496.81	10 DEC 94	PAYROLL
004218	01741	NICOLE E. VIROK	42.81	10 DEC 94	PAYROLL
004219	01743	ELAINE WALING	65.23	10 DEC 94	PAYROLL
004220	01731	WEBSTER, RACHAEL D.	173.67	10 DEC 94	PAYROLL
004221	01722	WHITED, AMBER	221.12	10 DEC 94	PAYROLL
004222	01715	DIANE WIERS	465.18	10 DEC 94	PAYROLL
004223	01739	MARGARET M. WOODS	290.52	10 DEC 94	PAYROLL
004224	01736	LEANNE YORK	736.20	10 DEC 94	PAYROLL
004225	01839	BACHMAN, CAROL	413.71	23 DEC 94	PAYROLL
004226	01854	Judy T. Bakker	59.80	23 DEC 94	PAYROLL
004227	01837	MARLENE BEEDLE	275.44	23 DEC 94	PAYROLL
004228	01842	JULIE A. BEST	174.48	23 DEC 94	PAYROLL
004229	01827	GLENDA BROWN	481.88	23 DEC 94	PAYROLL
004230	01831	RENEE CARR	348.95	23 DEC 94	PAYROLL
004231	01830	LYNN DAUGHERTY	1034.69	23 DEC 94	PAYROLL
004232	01836	JULIE EISELE	338.65	23 DEC 94	PAYROLL
004233	01821	CHARLOTTE FAGEN	540.13	23 DEC 94	PAYROLL
004234	01834	PAMELA FERBER	613.61	23 DEC 94	PAYROLL

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004235	01843	GALLINA, KATHLEEN M.	565.91	23 DEC 94	PAYROLL
004236	01835	KIMBERLY GARWOOD	810.47	23 DEC 94	PAYROLL
004237	01852	MOLLY A. GATLIN	101.65	23 DEC 94	PAYROLL
004238	01833	ROSE E. HOWARD	533.45	23 DEC 94	PAYROLL
004239	01840	GAIL M. JUNG	536.45	23 DEC 94	PAYROLL
004240	01855	ANGELA M. KARCH	76.45	23 DEC 94	PAYROLL
004241	01828	DIANA KOOY	102.58	23 DEC 94	PAYROLL
004242	01824	JOAN KOPANDA	377.17	23 DEC 94	PAYROLL
004243	01847	PAMELA D. KYLE	49.16	23 DEC 94	PAYROLL
004244	01844	SHARON K. LEWIS	101.73	23 DEC 94	PAYROLL
004245	01850	LOEHRER, KAREN L.	315.82	23 DEC 94	PAYROLL
004246	01820	MARY K. MARTIN	758.72	23 DEC 94	PAYROLL
004247	01838	CAROL MITCHELL	364.62	23 DEC 94	PAYROLL
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004249	01822	SHARON SCHULENBERG	436.10	23 DEC 94	PAYROLL
004250	01829	EILEEN SPURGEON	55.41	23 DEC 94	PAYROLL
004251	01845	LYNN M. STALBAUM	77.39	23 DEC 94	PAYROLL
004252	01848	JACK STANDISH	389.97	23 DEC 94	PAYROLL
004253	01823	JILL TACHTIRIS	453.44	23 DEC 94	PAYROLL
004254	01851	NICOLE E. VIROK	54.02	23 DEC 94	PAYROLL
004255	01853	ELAINE WALING	89.54	23 DEC 94	PAYROLL
004256	01841	WEBSTER, RACHAEL D.	135.73	23 DEC 94	PAYROLL
004257	01832	WHITED, AMBER	221.12	23 DEC 94	PAYROLL
004258	01825	DIANE WIERS	465.18	23 DEC 94	PAYROLL
004259	01849	MARGARET M. WOODS	336.68	23 DEC 94	PAYROLL
004260	01846	LEANNE YORK	736.20	23 DEC 94	PAYROLL
004261	01857	PAMELA D. KYLE	74.76	23 DEC 94	REPLACEMENT OF 6/10/94 PAYRO
013402	01746	BANK ONE	4345.77	09 DEC 94	FICA & FED TAX WITHHELD 09 D
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013422	01766	CONSOLIDATED INSURANCE AGENC	200.00	20 DEC 94	ASST.TREASURER & TREASURER B

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013425	01769	DEMCO	562.21	20 DEC 94	TAPE, BK. POCKETS, LABELS, VIDEO
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onstr. Fund	013430	01774 FONTANYI FENCE & DECK, INC.	674.00	20 DEC 94	AIR CONDITIONER FENCING-DEMO
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	013433	01778 GAIL JUNG	106.02	20 DEC 94	MILEAGE, BOOK LEASE POSTAGE
	013434	01779 GAYLORD BROS.	19656.00	20 DEC 94	ANNUAL SOFTWARE/HARDWARE CON
	013435	01781 HERITAGE OFFICE PRODUCTS, IN	9.07	20 DEC 94	ROLODEX & CHECK STORAGE BOXE
struction	013436	01782 HIGHBRIDGE COMPANY	114.40	20 DEC 94	DVS AUDIO TAPES
	013437	01783 HIGHSMITH CO. INC.	111.64	20 DEC 94	VIDEOCASSETTE CASES
	013438	01784 INDIANA UNIVERSITY PRESS	123.35	20 DEC 94	INDIANA FACTBOOKS
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	013449	01795 LIBRARY MOVERS OF AMERICA	202.69	20 DEC 94	WHEATFIELD REMODELING-LESS R
	013450	01796 LIBRARY OF CONGRESS	250.00	20 DEC 94	SUBJECT HEADINGS, SUBDIVISION
	013451	01797 LYNN DAUGHERTY	61.25	20 DEC 94	MILEAGE; INCOLSA MEETING
	013452	01798 MARY K. MARTIN	70.50	20 DEC 94	MILEAGE
	013453	01799 PAM FERBER	35.83	20 DEC 94	BOOK LEASE POSTAGE & MILEAGE
	013454	01800 POSTMASTER GENERAL	8.00	20 DEC 94	200-3 CENT STAMPS; 200-1 CEN
	013455	01801 QUILL	254.17	20 DEC 94	BINDERS, TAPE, RIBBONS, COPY PA
	013456	01802 RENSSELAER REPUBLICAN	163.60	20 DEC 94	SUBSCRIPTION-WH. & RENS-1/10/
	013457	01803 REVCO D.S., INC.	9.00	20 DEC 94	DEMOTTE SUNDAY NEWSPAPERS-NO
	013458	01804 ROBERT SOUZA	19.12	20 DEC 94	PLAIN ENVELOPES & STATIONERY
	013459	01805 SCHNAIBLE SERVICE & SUPPLY C	10.02	20 DEC 94	CLEANING SUPPLIES
	013460	01806 SECURITY COURIERS CORP.	496.05	20 DEC 94	TRANSPORT SERVICE-11/4 TO 1
	013461	01807 STANDARD & POOR'S CORP.	136.00	20 DEC 94	STOCK MKT. ENCY-WH. 1/95 TO 1
	013462	01808 SYMANTEC CORPORATION	97.95	20 DEC 94	DISKLOCK FOR DEMOTTE COMPUTE
	013463	01809 TEETERS CULLIGAN	9.95	20 DEC 94	DECEMBER COOLER RENTAL-WH.
	013464	01810 TIME-LIFE EDUCATION	14.70	20 DEC 94	BOOKS
	013465	01811 TOWN & COUNTRY PAVING	250.00	20 DEC 94	REPAIR HOLE IN BLACKTOP-WHEA
	013466	01812 TYSSEN'S COUNTRY GROCERY, INC	7.17	20 DEC 94	CHILDREN PROGRAM SUPPLIES-DE
	013467	01813 UNITED SUPPLY CO. INC.	44.66	20 DEC 94	FELT, CONSTR. PAPER, CRAFT SU
	013468	01814 UNITED TELEPHONE COMPANY	603.53	20 DEC 94	TELEPHONE-RENSSELAER-DEC 199
	013469	01815 WAL-MART STORES, INC.	17.07	20 DEC 94	CHRISTMAS DECORATIONS-RENS.
struction	013470	01816 ASI SIGN SYSTEMS	153.70	20 DEC 94	SIGNAGE-WH.; SIGNAGE-DEM. & R (only \$99.13)

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

20 Dec 94

PAGE 4

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
013471	01817	DEMCO	195.54	20 DEC 94	SAFETY MIRRORS-RENS. BLDG. P
013472	01818	GAYLORD BROS.	4000.00	20 DEC 94	GALAXY COMMUNITY MODULE-AUTO
013473	01858	BANK ONE	4382.07	23 DEC 94	FICA & FED TAXES WITHHELD 12
013474	01859	INDIANA DEFERRED COMPENSATIO	135.00	23 DEC 94	WITHHELD FROM 23 DEC 94 PAYR
013475	01860	INDIANA DEPARTMENT OF REVENUE	1445.08	23 DEC 94	STATE & COUNTY TAX WITHHELD
013476	01861	CENTURY INSURANCE AGENCY, IN	236.00	23 DEC 94	ADDITIONAL PREMIUM-WORKMEN'S
013477	01862	CITY OF RENSSELAER	2149.40	23 DEC 94	NOVEMBER UTILITIES-RENSSELAE
013478	01863	DUMAS & MORIARTY	495.00	23 DEC 94	LEGAL SERVICES-NOV. & DEC. 1
013479	01864	HP PRODUCTS CORP.	63.50	23 DEC 94	VACUUM REPAIR PARTS-WHEATFIE
013480	01865	NIPSCO	3345.74	23 DEC 94	NOV. UTILITIES-WH. & DEM.
013481	01866	INDIANA DONORS ALLIANCE	84.00	23 DEC 94	BOOKS
013482	01867	TOWN OF WHEATFIELD SEWER WOR	41.05	23 DEC 94	JANUARY SEWAGE-WHEATFIELD LI
013483	01868	UNITED SUPPLY CO. INC.	30.71	23 DEC 94	POSTER PAPER-W.;CONSTRUCTION
013484	01869	UNITED TELEPHONE COMPANY	123.17	23 DEC 94	TELEPHONE-WHEATFIELD-DECEMBE

--TOTAL AMOUNT OF CLAIMS-- 496172.43

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 4 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 496172.43. Dated 20 DEC 94.

_____	_____
_____	_____
_____	_____
_____	_____

ACCOPRESS®

25970	YELLOW
25971	BLACK
25972	LIGHT BLUE
25973	DARK BLUE
25974	LIGHT GRAY
25975	LIGHT GREEN
25976	DARK GREEN
25977	TANGERINE
25978	RED
25979	EXECUTIVE RED

GENUINE PRESSBOARD



ACCO INTERNATIONAL INC.
CHICAGO, ILLINOIS 60619

